



Procedure 122

EFFECTIVE 01 JUL 10

SUPERSEDES 19 NOV 09

LEAD DEPARTMENT ADMIN

EMERGENCY PURCHASES

PURPOSE - To establish the method for making purchases in a District-declared emergency, as authorized by Policy 7.03 (Emergency Preparedness/Business Continuity).

Scope This procedure applies to contracts which may be required to make emergency repairs to District facilities or to purchase materials or supplies in a District-declared emergency per Policy 7.03 (Emergency Preparedness/Business Continuity).

Form	<u>TITLE</u>	<u>NUMBER</u>	<u>SOURCE</u>
	Purchase Request	X-004	Stores Warehouse

Emergency Purchases

Emergency Operations Director

- Assesses the severity of the damage and identifies critical needs, including the consequences of delaying repairs. If repairs cannot be delayed, the Emergency Operations Director in conjunction with the requesting departments shall request the General Manager to authorize the emergency contract subject to the conditions described in Policy 7.03.
- Notifies Purchasing of material and supply requirements by completing a Purchase Request (Form X-004) to support each required purchase.
- Maintains records of all purchase requests forms submitted.
- Creates a summary report of all transactions awarded pursuant to the requirements of Policy 7.03 for presentation to the Board of Directors at the next regular or special meeting of the Board.

When the amount of an individual emergency contract exceeds \$350,000, the contract shall be submitted for Board approval pursuant to Section 12753 of the Municipal Utility District (MUD) Act. MUD Act Section 12753 authorizes the Board of Directors to declare a District-declared emergency on a five-sevenths vote and thereupon to approve the expenditure of sums needed in the emergency without observance of provisions requiring contracts, bids, or notice.

Office of the General Manager

- Authorizes emergency contracts subject to the conditions described in Policy 7.03.
- Confirms authorization for emergency related purchases using the most convenient means of communication during the emergency, and follows up with written communication (via memorandum or e-mail) as soon as possible to the Emergency Operations Director.

Purchasing

- Expedites processing of all emergency purchase requests.

Emergency Purchases

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Emergency Contracts Authorized by the Emergency Operations Director

May suspend requirements for competition for transactions under \$70,000 as described in Procedure 140 when repairs cannot be delayed prior to declaring a District emergency. Provides notification to the General Manager.

References

MUD Act - Section 12753
Policy 7.03 - Emergency Preparedness/Business Continuity
Procedure 140 – Supplier Selection for Materials and Supplies Purchases

Authority

Resolution 33764-10, April 27, 2010
