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CHAPTER 14. Emergency Procurements

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14.1 Policy

Reasonable steps shall be taken to avoid using non-competitive emergency procurement methods.

An emergency situation occurs when the failure to acquire the goods, services, or construction in a timely manner would seriously threaten any of the following: (1) the health or safety of any person; (2) the preservation or protection of property; (3) the continuation of necessary Authority functions; or (4) the Authority's compliance with legal requirements. The General Manager or designee may approve in writing a procurement on an emergency basis if the procurement is essential to prevent or avoid an imminent emergency or to respond to, mitigate, or resolve an existing emergency.

14.2 Use of Emergency Procurements

Any of the procurement methods authorized elsewhere in this manual may be used for emergency procurements. Where time permits, negotiations will be conducted prior to performing the work. If necessary, the Contracting Officer may give a contractor a verbal authorization to proceed; however, a written contract shall be executed in a reasonable timeframe thereafter.

The requesting department is responsible for the documentation in support of an emergency procurement action.

14.3 Approval of Emergency Procurement Method

The General Manager or designee must approve in writing, as practicable, a non-competitive procurement on an emergency basis.