

PURCHASING – EMERGENCY WORK

AP No. 6333

Board Reviewed: 10/67; 10/77; 8/16/06

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I. Emergency Work

Definition: An emergency will be deemed to exist when:

- A. Equipment that suffers a failure must be maintained in an operative condition to insure the safety and health of personnel, or provide protection to buildings and grounds.
- B. An educational function cannot continue without an item which is not available except through an immediate purchase.

II. When an emergency in accordance with the above definition exists and the replacement/repair or cost is less than the bid threshold established in Public Contract Code Section 20651, the following procedure shall be followed in procuring the necessary materials.

- A. The Cost Center Manager will advise the Purchasing Office that an emergency exists by walking a standard requisition through the approval process.
- B. If the Cost Center Manager does not have funds available to make the purchase, they will advise the Vice President of Finance and Business to help locate another source of funds.
- C. The Cost Center Manager, Dean, Director, Manager or Supervisor will, together with the Purchasing Office, select the vendor for this purchase.
- D. The Purchasing Office will issue a purchase order or purchase order number to cover the purchase.
- E. Unless the vendor can make immediate delivery, an authorized college employee will go to the assigned vendor to pickup the order. The authorized employee will return to the Purchasing Office a copy of the delivery slip signed by him as received.
- F. The Purchasing Office will follow procedure for processing the appropriate paperwork and documentation.

III. When an emergency exists and the replacement/repair or cost exceeds the bid threshold established in Public Contract Code Section 20651, the following procedure shall be followed in procuring the necessary materials.

IV. Public Contract Code §1102 - "Emergency," as used in this code, means a sudden, unexpected occurrence that poses a clear and imminent danger,

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requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

- V. Public Contract Code §20654 - In an emergency when any repairs, alterations, work, or improvement is necessary to any facility of the college, or to permit the continuance of existing college classes, or to avoid danger to life or property, the board may by unanimous vote, with the approval of the county superintendent of schools, do either of the following:
- A. The Cost Center Manager will advise the Vice President of Finance and Business that an emergency exists.
 - B. Notwithstanding Section 20655, the Board authorizes the use of day labor or force account for the purpose.
 - C. Make a contract in writing or otherwise on behalf of the district for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids.
 - D. The Cost Center Manager and Vice President of Finance and Business will determine what funds are available to make the purchase and advise the Director of Contract Management and Vendor Services to issue a purchase order or purchase order number to cover the purchase.
 - E. Staff will follow the required procedure for obtaining approval of both the Board of Trustees and the County Superintendent of Schools.
 - F. Nothing shall eliminate the need for bonds or security otherwise required by law.