

CITY OF MIAMI, FLORIDA

INTER-OFFICE MEMORANDUM

TO: Support Services Personnel

DATE: April 22, 1999

FILE:

SUBJECT: Emergency Procurement
ProceduresFROM: Assistant Chief F. Hernandez
Support Services Division

REFERENCES:

ENCLOSURES:

The purpose of this memorandum is to establish policy and procedures for the acquisition of goods and services on an emergency basis.

This policy shall be limited only to the emergency procurement of goods and services not exceeding \$4,500.00 and necessary to meet the emergency.

When an emergency condition exists and there is an immediate need to purchase directly those goods, services or equipment essential to the life, health, welfare or safety of the City and not exceeding \$4,500.00, the procurement procedure for such commodities shall be as follows:

- Identify the supplies or services necessary to meet emergency
- Obtain a minimum of three (3) telephone quotes from prospective vendors on all purchases over \$250.00. Vendors that are contacted and refuse to accept a purchase order or do business with the City of Miami will be accepted by Purchasing as a "no bid".
- Prior to making the purchase, the Purchasing Department shall be contacted for authorization. They shall be provided with the following information:
 1. Department name and contact person
 2. Description of items to be purchased
 3. Justification of emergency
 4. Copy of completed and authorized requisition header screen (REQHD) and detailed screen (REQMN) see sample.
 5. Proposed vendor from whom the supply or service may be obtained
 6. Reason for selecting the supplier (low bid etc.)

If Purchasing approves the emergency they will issue a purchase order number. Support Services is then authorized to proceed with the acquisition of the goods or service.

If the emergency exist after normal business hours, on weekends or holidays Support Services is authorized to make the procurement and immediately inform Purchasing of the situation on the next business working day.

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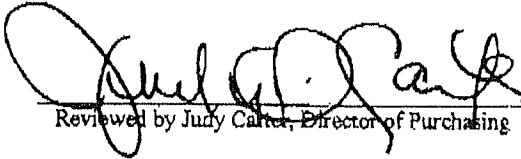
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At any time, should the emergency purchase of goods or services exceed \$4,500.00, approval of the City Manager must be obtained in writing before a P.O. may be issued.

The follow-up documentation as required by the City Managers directive should be submitted at the earliest opportunity.

Support Services personnel should be familiar with this policy and procedure and with the City Managers directive dealing with emergency purchasing procedure.



Reviewed by Judy Carter, Director of Purchasing

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