

	DISASTER AND/OR EMERGENCY PURCHASING	Approval Date 09/17/12
	DIVISION AND POLICY NUMBER PURCHASING – 1015	Revision Date

PURPOSE:

This Policy is intended to define the purchasing process as it relates to a disaster or an emergency and the accepted deviations from the normal process. During a disaster it is Adams County’s responsibility to meet the immediate and urgent needs of the public in the shortest possible period of time; therefore delivery time may override cost as the determining factor in selection of a contractor.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

1. In the event a disaster is declared by the Board of County Commissioners (BOCC), or their designee, Elected Officials and Department Directors are authorized to single source the purchase of goods and services where the well being of the citizens, employees or County property may be endangered if the purchase is delayed.
2. In the preparation of Bids and Requests for Proposals (RFP) during the normal course of business the Purchasing Division of the Finance Department shall consult with Elected Officials and Department Directors to determine if the awarded contractor might be called upon in the case of a disaster. If the awarded Contractor might be called upon in the event of a disaster, language shall be added to the Bid/RFP and the final Agreement indicating that Adams County may expand the Contractor’s scope of work to include supplies and services required in the event of a disaster.
3. If the Contractor cannot accommodate Adams County, the Purchasing Division is authorized to negotiate with other Contractors and award work as necessary.
 - 3.1. Once a disaster or emergency has been declared if a contractor cannot accommodate Adams County, Elected Official(s), Department Directors and/or their authorized Designees are authorized to negotiate with other Contractors and award work, as necessary.
 - 3.2. The Elected Officials, Department Directors and/or their authorized designee(s) shall be responsible for maintaining detailed records of all items/services procured during the emergency and must present these records, invoices, and any other information related to these procurements to the Finance Department and the Office of Emergency Management no later than thirty (30) days after the disaster is declared over. The BOCC may extend this reporting period as needed.

4. The Procurement Card Administrator shall contact Adams County's Procurement Card provider to increase the purchasing limits of Elected Officials, Department Directors, Managers, and Employees, as per [Appendix A](#) to this manual. It is the responsibility of the Elected Officials and Directors to inform the Purchasing Division of any changes to these limits.
5. A Finance Representative shall go to the site of the disaster to fill out the appropriate forms to document any cost that are incurred during the disaster. Forms consistent with this Policy and Adams County Emergency Operations Plan will be developed and distributed as a packet during disasters.

EXCEPTIONS:

There are no defined exceptions to this Policy.

PROCEDURE:

There are no detailed procedures related to this Policy.