

Chapter 3511 - Emergency Purchases

3511 EMERGENCY PURCHASES

(Revised 3/89)

When an emergency involving public health, welfare, or safety requires the immediate purchase of supplies or equipment without the taking of bids, the requisitioning agency will attach to its requisition a statement regarding the emergency. The statement will be signed by an officer of the agency. Acceptable statements will show that the emergency condition is one which would not have been avoided by reasonable care and diligence or that there is an immediate threat of substantial damage or injury to persons committed to the agency's care, to employees of the agency, to members of the general public, or to property for which the agency is responsible.

3511.1 CONFIRMING ESTIMATES

(Revised 9/85)

Confirming Estimates will not be processed unless submitted in accordance with SAM Section 3511 and Public Contract Code Section 10302. Emergency purchases should ordinarily be made under the provisions of SAM Section 3571.2.

3511.2 MATERIALS EXPEDITING

(Revised 3/89)

If initial contacts with a vendor who is late meeting specified delivery dates are unsuccessful, agencies should contact the Buyer responsible for the purchase order or contract. The Buyer or a materials expediter will contact the vendor on your behalf and will continue to monitor the vendor's progress until the order is complete. Your agency will be kept fully advised as to the current status of the transaction and of the Office of Procurement's efforts to enforce the terms and conditions of the purchase order or contract.
