

California State University Maritime Academy
PUBLIC WORKS EMERGENCY PURCHASE AUTHORIZATION

Ref. PCC § 1102, 10340 (b) (1), 10705, Emergency Construction Projects 9701.04, CSU Contracts and Procurement Policy Limits on Competition, Section 7.d Exceptions to Competition Requirements.

Procurement Dollar Thresholds: \$5,000 (Public Works), \$50,000 (Goods & Commodities), \$50,000 (Services)

"**Emergency**," as used in the Public Contract Code, means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services. Work on all projects must still be done under contract awarded to the lowest responsible bidder, except that it may be done by day's labor under the direction of the trustees, by contract upon informal bids, or by a combination thereof.

When an emergency requires the immediate procurement of supplies, equipment, or services, without the taking of formal bids, this Emergency Authorization shall be attached to the approved requisition. The requisition and Emergency Authorization Request must be signed by the Department and immediately delivered to the Director of Contracts and Procurement. No work may commence without prior notice to and authorization by the Director of Contracts and Procurement.

The attached requisition has been submitted for emergency processing based on the justification described below:

Campus Department: _____ Date of Emergency: _____ Exact Location of Emergency: _____

Immediate Threat of Damage or Injury (Y/N)* ____ (Check all that apply: __Property; __ Safety; __Public Health; __ Welfare)

Note: if NOT immediate threat, must make effort to informally secure three bids which will need to be documented.

Emergency is over once the immediate danger is contained and all build back or repairs after that are considered non-emergency work.

REASON FOR REQUEST (Statement regarding emergency):

DESCRIPTION OF SERVICES, SUPPLIES OR EQUIPMENT REQUIRED TO PREVENT OR MITIGATE THE EMERGENCY:

PW Contractors must be currently licensed and registered with the DIR. License # _____ DIR # _____

Campus Department

***Senior Director, Facilities Management signature required on expenditures ≤ \$50,000)**

I certify that this emergency poses a clear and imminent danger, requiring immediate procurement of services, supplies or equipment to prevent or mitigate the loss or impairment of life, health, property, or essential public services, and would not have been avoided by due care and diligence.

Printed Name: _____ Contractor Name / Purchase Order Total: \$ _____

Requestor Signature: _____ Title: _____ Date: _____

Sr. Director, Facilities Signature: _____ Date: _____

** I have reviewed and approved this request, finding it in compliance with the applicable Procurement Contracting Codes and CSU Policies.*

Signature: _____ Date: _____
Lorrie Dineen-Thackeray, Director, Contracts and Procurement

***(Chief Financial Officer's Signature Required on expenditures >\$50,000 or more)**

Signature: _____ Date: _____