

CITY OF RICHMOND
'EMERGENCY JUSTIFICATION' FORM

THIS FORM MUST BE COMPLETED AND APPROVED PRIOR TO ANY PROCUREMENT

Vendor Name: Universal Protection Services
dba Allied Universal Security Services Amount: \$500,000

Phone Number: (925) 532-6920 E-mail: Lawrence.reid@aus.com

City Contact: Angela Walton Phone: (510) 255-9688

Emergency procurements should be made only...1) to preserve life, health or property; 2) upon a natural disaster; 3) to correct or forestall a shutdown to maintain essential public services; or 4) other unforeseeable events. **This form must be forwarded to Procurement Services, with all required backup documentation from the vendor within twenty-four (24) hours or at the earliest possible time on the first normally scheduled work day following the emergency.**

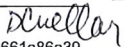
Describe the specific nature of the emergency and justification for the selection of the vendor. Describe items/services purchased, dates, costs, delivery timeframe, etc. Attach any cost comparisons, quotations, Council agenda statements, resolutions, or other pertinent information: (use additional sheet if necessary)

Booker T. Anderson Community Center access was compromised recently before the preconstruction meeting that resulted in serious damage related to the removal of power and copper pipes, which will have significant cost increase to the project.

Emergency Justification Forms must be signed by the Procurement Services Manager before submission to the City Manager or City Council.

Department/Division: Public Works

Department Head Signature:  Date: 05 / 23 / 2022

Finance Director Signature:  Date: 5 / 24 / 22
SignNow e-signature ID: c661a86a39... 05/23/2022 23:57:27 UTC

City Manager Signature: _____ Date: ____ / ____ / ____
(Emergency purchases estimating/totaling UNDER \$10,000.00 require City Manager's signature)

City Council Authorization: _____ Council Date: ____ / ____ / ____
(Emergency purchases estimating/totaling OVER \$10,000.00 require Council approval. Attach Resolution.)

NOTE: FINAL APPROVAL BY CITY MANAGER AND/OR CITY COUNCIL IS REQUIRED IN ACCORDANCE WITH MUNI. CODE SECTION 2.52.334 EMERGENCY PROCUREMENT



CITY OF RICHMOND EMERGENCY PROCUREMENT

Purpose and Background:

To provide a rapid method of procuring goods or services to prevent delays in work which may vitally affect the health, safety or welfare of citizens or employees.

Policy:

While the need for occasional emergency procurement is recognized, the practice shall be curtailed as much as possible by anticipating needs in time for the use of the regular procurement procedures.

Emergency procurements shall be authorized by the Procurement Services Division when they are in compliance with Municipal Code 2.52.334 as follows:

“...the City Manager may make or authorize others to make emergency procurements of supplies and services, when there exists a threat to public health, welfare, or safety; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.”

In case of actual emergency departments may procure any supplies, materials or equipment required, provided that the immediate procurement is essential to prevent delays in the work of the using department which may affect the health, safety or welfare of citizens.

The head of the using department shall send the Procurement Services Manager a requisition, a copy of the quotation and/or delivery record, and a full written explanation of the circumstances of the emergency, which shall be filed by the Procurement Services Manager as a permanent and public record of the purchase.

An “emergency” is defined as a breakdown in machinery or equipment or the interruption of an essential service or any threat to public health, safety or welfare.

Procedure:

Emergency procurements are not valid for contrived urgencies resulting from a lack of planning and organization.

Emergency procurements will only be approved when requested by authorized employees.

The using department shall contact the Procurement Services Division, advise them of the emergency, and request a PO number.

If the emergency arises during a time when the Procurement Services Division is normally closed, the using department may proceed with the procurement without a PO number.

It becomes the responsibility of the using department to inform Procurement Services of the details of the transaction within twenty-four (24) hours or at the earliest possible time on the first normally scheduled work day following the emergency.

After receipt of the required material or service, the using department shall forward to Procurement Services:

- **All quotation and/or delivery documents (from the vendor(s))**
- **The completed 'Emergency Justification' form with City Manager Signature Authorization (for purchases under \$10,000) and with Council Signature Authorization (for purchases over \$10,000) and the City Council resolution or copy of the minutes approving the specific emergency procurement.**
- **Invoices must be mailed directly to Finance, Attn: Acct. Payable.**
- **Upon final approval and signature, all original(s) must be returned to the Procurement Services Division**

Any Purchase Order not accompanied by the required paperwork, will be returned to the originating department, and will not be processed for payment until Procurement Services receives the complete package.

It is the goal of the Procurement Services Division to save funds on all procurements. By reducing emergency procurements, significant dollar savings will be realized.