

## **EMERGENCY PROCUREMENT: GENERAL AUTHORITY 3841** (No. 16 March 2002)

Incidents require the rapid procurement of labor, services and supplies/equipment, frequently under conditions adverse for conducting normal business practices. In order to meet emergency time frames, **some** of the state's routine procedures are waived. Authority for special processes is described below. Also see the [2600 Material Management Handbook](#).

## **EMERGENCY PURCHASES - SUPPLIES AND EQUIPMENT 3841.1** (No. 29 March 2006)

- A. Emergency supplies and equipment may be purchased without the taking of bids, **but only in accordance with the following process:**

Per the State Administrative Manual, Section 3511, "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." Governing law is found in the Public Contract Code, Section 10302. It is Department policy to secure bids whenever practical.

- B. Contract/Delegation Purchase Order – Std 65's, may exceed their specified limits, but only in accordance with the process described in [Section 3844.1](#). Authority for this exception process is in the State Administrative Manual, Section 3571.2. Other rules governing the use of the special delegation authority are not waived (e.g. special delegation numbers are still required for commodity purchases).
- C. Please note that the rules for purchasing capitalized equipment are not waived during an emergency; the definition of capitalized equipment is any equipment with a purchase price of \$5,000 or greater. If a critical need arises, contact Business Services at Sacramento Headquarters. Business Services phone number: (916) 445-9266.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)