

## Proposed Amendment to PFPF Procurement Policy - Emergency Purchases Section

*Insert New Section 9 under Part A (General Provisions):*

### **Section 9. Emergency Purchases.**

(a) If an emergency occurs necessitating an emergency purchase, the Executive Director is authorized, subject to applicable laws, to purchase the required supplies, professional or contractual services, including, but not limited to, professional design services and capital improvements.

(b) Prior to making an emergency purchase, the Executive Director shall, whenever practicable, secure competitive telephone bids and order delivery to be made by the lowest responsible bidder.

(d) A complete record shall be maintained by the Executive Director explaining or otherwise supporting the reason for each emergency purchase. The records shall be available for public inspection during regular PFPF business hours in the PFPF's main offices.

(e) The Executive Director shall submit a monthly report to the Board covering all emergency purchases, with an explanation of the circumstances of emergency purchases in excess of the threshold amount provided in § 287.017, Florida Statutes, for Category One, as may be revised from time to time.

(d) For purposes of this Section, the term *emergency purchase* means any purchase of supplies, professional or contractual services, including, but not limited to, professional design services and capital improvements, necessary to prevent or attempt to prevent an immediate danger to the public health, safety, or welfare, an immediate danger of loss of public or private property, a reasonably unforeseen breakdown in machinery, a reasonably unforeseen threatened curtailment, diminution, or termination of an essential PFPF service, the reasonably unforeseen development of a dangerous condition or the development of a reasonably unforeseen circumstance that threatens the curtailment or diminution of an essential PFPF service or of deposits and investments of PFPF capital or other threatened losses to the PFPF that, in the opinion of the Executive Director, require emergency action.