

Procedures for Emergency Purchases

The following procedure describes the process for staff to follow in the event of an emergency purchase and what criteria must be in place for it to be a true emergency.

Emergency Purchase Procedure

On rare occasions, need may arise for the Park District to make an emergency purchase.

Criteria for an Emergency

For a situation to be considered an emergency situation, the following criteria must be in place:

- Event must have been reasonably unforeseeable,
- Emergency must be actual or imminent,
- Not addressing the situation immediately would threaten public safety or would cause substantial loss to the Park District, and
- Cannot be a product of bad planning.

Emergency Purchasing Procedures

When an emergency arises that requires purchases outside of the guidelines included in the Park District's Procurement Policy, the following procedures apply:

- The purchase must be approved by the Executive Director.
- The need to get informal quotes is waived under these circumstances. However, staff is expected to find a low cost option whenever possible.
- If the need exceeds the minimum bid requirements as outlined in the Procurement Policy, the Executive Director shall inform of the Board of Commissioners of the need and a vote should be taken at a future meeting to retrospectively approve the purchase.