Utah County
HEART of UTAH

To: Utah County Public Works Director
Utah County Sheriff
Utah County Health Department Executive Director

From: Robert Baxter, Utah County Purchasing Agent

Date: May 8, 2019

RE: Emergency Procurement Delegation

An emergency condition is a situation which creates a threat to public health, welfare, or safety such as may arise by reasons of floods, epidemics, riots, equipment failures, or such other reasons as may be determined by myself or a designee. The existence of an emergency condition may create an immediate and serious need for supplies, services, or construction than cannot be met through normal procurement methods.

In accordance with Utah County Procurement Rules and Regulations Subpart 3-5, I delegate to the Utah County Public Works Director, the Utah County Sheriff and the Utah County Health Department Executive Director the authority to make the determination as to whether an emergency condition exists and to make emergency procurements according to the following protocol:

1. Emergency procurement is limited to only those supplies, services, or construction items necessary to meet the emergency.
2. Emergency procurements may be made for a single emergency condition up to an amount of $20,000.
3. While emergency procurements shall be made with the intent to minimize threats to public health, welfare, or safety, you are encouraged to select a source using the highest level of competition as is practicable under the circumstances.
4. Provide me with a written determination stating a) the basis for the emergency procurement including the threat to public health, welfare, or safety b) how the emergency procurement items were necessary to meet the emergency and c) what level of competition was engaged in to select the source of the procurement.

Thank you for the work you do for our county. Please feel free to contact me any time if you have questions or need assistance.

Robert Baxter, Purchasing Agent