



RIVERSIDE COUNTY REGIONAL PARK DISTRICT

EMERGENCY PURCHASE PROCEDURES

What is an EMERGENCY?

Emergency Purchase is the immediate purchase of a commodity or services caused by a sudden, unexpected turn of events beyond the control of the County involving public health, welfare, safety, injury or loss.

Emergencies exist where there is a **clear and present danger to health, life, or property.**

Examples of Emergencies

1. Water or Sewer line breakage which causes flooding, back up/overflow of sewage, water loss.
2. Broken glass which jeopardizes the security of a building or vehicle.
3. Power Pole/Line down resulting in loss of electricity and risk of fire.
4. A vehicle runs into a building and causes damage jeopardizing the security and safety of individuals.
5. Gas leak.

Handling emergencies during normal business hours

Monday - Thursday, 7am-6pm, Friday 7am-4pm

1. Contact Parks Purchasing immediately for assistance.
2. Parks Purchasing will assist with locating a vendor if a vendor is not on a prequalified list. Employee should contact a suggested vendor or locate a reputable vendor.
3. Schedule a vendor/employee site visit to assess damages and written quote for cost to repair.
4. Immediately report the following information back to Parks Purchasing:
 - a. Written quote for cost of repairs.
 - b. Photographs of the damages for documentation purposes if feasible (highly recommended).
 - c. Justification (description of damages), loss and recommendations.
5. Based on the information provided above, Parks Purchasing will secure an EMERGENCY approval from Central Purchasing.
6. Turn around time: Generally 1-4 hours in most cases. (Includes vendor site visit).

Who to Contact:

Parks-Purchasing@rivco.org

Lisa Rolland, Buyer I – (951) 955-5182 / lrolland@rivco.org

Michael Alferez, Fiscal Manager – (951) 955-5462 / mvalferez@rivco.org

Handling emergencies AFTER normal business hours

1. Check blanket listing for a vendor on contract.
2. If no vendor is available on prequalified vendor list found in Parks Intranet (PARKBUZZ), contact the nearest vendor available to resolve the emergency.
3. Obtain a written quote from the vendor detailing all services/work to be performed.
4. Submit Form 10, quote/invoice, detailed description/justification of the emergency work performed to Parks Purchasing on the **NEXT** scheduled work day.

Who to Contact AFTERTHOURS:

Michael Alferez, Fiscal Manager – (951) 955-5462 / mvalferez@rivco.org / parks-finance@rivco.org