

# Emergency Procurement Training

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# Statutory Law

## 3

### Sec. 4-3306. - Emergency procurement.

Notwithstanding any other provisions of this chapter, where the purchasing agent determines that an emergency exists, the purchasing agent may make or authorize others to make emergency procurements or equipment, supplies, services, construction items or professional or consultant services when the purchasing agent determines there exists a threat to public health, welfare or safety under emergency conditions. Such emergency procurements shall be made with as much competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the item(s) procured under the contract, and the identification number of the contract file.



# Threat

**Merriam-Webster Dictionary defines Threat as:**

**1:** an expression of intention to inflict evil, injury, or damage

**2:** one that [threatens](#)

**3:** an indication of something impending  
the sky held a *threat* of rain

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Health

Welfare

Safety

## Merriam-Webster Dictionary

Health is defined as:

The condition of being sound in body, mind, or spirit

She is the picture of *health*.

*especially*: freedom from physical disease or pain

Welfare is defined as:

The state of doing well especially in respect to good fortune, happiness, well-being, or prosperity

Safety is defined as:

The condition of being safe from undergoing or causing hurt, injury, or loss.

# Emergency Conditions

Unforeseeable



Sudden



Poses an imminent  
danger

Calls for immediate  
action



# Examples of Emergency Conditions

Natural or Man-made Disasters  
(tornado, fire, flood)

War/Political Strife  
(riots, terrorism)

Health or Environmental Emergencies  
(contamination, food safety, pandemic)

Failure of Critical Systems (cyber security, hospitals, water & sewer)

# Certificate of Insurance

Commercial General Liability

Automobile Liability

Excess/Umbrella Coverage

Worker's Compensation

Professional Liability (if profession is licensed by the State)

Additional Insured, Waiver of Subrogation, Description of Operations, Certificate Holder, Policies, Dates, etc.

**Send Insurance Requirements to Vendor**



# E-Verify Affidavit – Georgia

Must include City of East Point project name or description

Must be signed and notarized

Must include the E-Verify number (not the EIN)

Must include the date the vendor joined the E-Verify program (not the date of signature)

Do not accept a copy of the state law or application

# IRS Form W-9

## Business Name

- Signature
- Dated not more than one year ago
- TIN/EIN must match IRS records (C&P checks)

# Summary

Please define the emergency condition and state how it is a threat to public health, welfare, or safety. Provide a well written narrative that contains all related facts. If you have any questions regarding whether the situation is an emergency, please contact Yolanda Broome at [ybroome@eastpointcity.org](mailto:ybroome@eastpointcity.org).

# Thank you

Yolanda Broome

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