

CALHOUN COUNTY EMERGENCY MANAGEMENT AGENCY PROCUREMENT POLICY AND PROCEDURE

Section 1. POLICY

It is the policy of the Calhoun County Emergency Management Agency (referred to as CCEMA) to have and use clear and consistent procurement procedures as it apply to purchases. The CCEMA serves as the fiscal and procurement agency for the Calhoun County Emergency Management Commission and as such has the day to day authority to purchase and pay for goods and services up to \$2000 without any formal action by the Commission. Expenditures in excess of \$2000 shall be approved by the Chair or Vice Chairperson of the Commission. In an emergency this may be done via email vote or via conference or video/Internet conference calls/meetings.

Section 2. SCOPE

This policy is applicable to all purchases of goods, materials, supplies, equipment and services conducted by CCEMA on behalf of the Commission meeting the above listed threshold.

Section 3. PROCEDURES/REQUIREMENTS

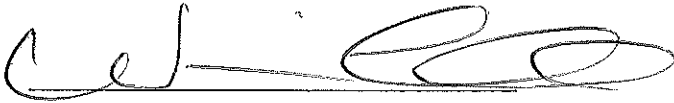
3.1 *General rules that must be followed for all purchases:*

- A. All purchases should be tax exempt. Exceptions must have a written reason provided to the County Auditor's office along with the voucher explaining why a vendor would not honor the tax exempt status.
- B. Every effort should be made to obtain free or discounted delivery charges.
- C. Every effort should be made to assure pricing is in-line with the Federal General Services Administration (hereinafter known as GSA) price schedules or pre-negotiated State of Iowa or County bid contracts.
- D. When a vendor does not offer the Federal GSA pricing or have a pre-negotiated State of Iowa or County bid contracts.
- E. When a vendor does not offer the Federal GSA schedule pricing or have a pre-negotiated State or other contract pricing formula in place, then every effort shall be made to assure best pricing. Every effort shall be made to buy from local (Calhoun County businesses) first then Regional then from State vendors in that order when pricing is lower elsewhere.
- F. When a vendor offers any type of rebate or special offer for any transaction, that rebate must be applied to any future purchases.

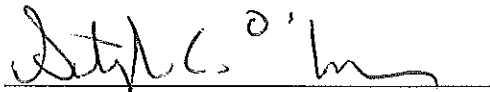
3.6 *Waiver during locally declared disasters.*

- A. Definition of locally declared disaster: a locally declared disaster occurs when any municipality within Calhoun County signs a local disaster declaration, or when on behalf of the County or any municipality within, the Emergency Management Commission Chair or his/her designee, the Emergency Management Coordinator or his/her designee, or Chair of the Calhoun County Board of Supervisors or his/her designee signs a local disaster declaration.
- B. Once a locally declared disaster declaration is signed, the Calhoun County Emergency Management Agency may waive all normal purchase procedures as outlined above due to the need for rapid purchase of essential items. This waiver shall be in place for only 14 calendar days from the date of the declaration unless a written declaration extension is signed.
- C. Event when this waiver is in place during a disaster, every effort shall be made to assure the best pricing and all outlined general rules as listed above, however the need for an RFP process shall be waived.
- D. Every effort should be made to have pre established contracts with vendors for goods and services that maybe e needed during times of a declared disaster so that the agency is assured we have pre-negotiated best pricing prior to a disaster. Examples of this would be pre-negotiated debris management hauling and clean-up contracts or pre-negotiated force labor contracts for outside vendors to provide goods and services during a declared disaster.

Approved this 22th day of September, 2015 by the Calhoun County Emergency Management Commission.



Attest:



Stephen C. O'Connor, Coordinator

September 22, 2015