



Emergency Purchasing Notification (EPN) Form

An emergency situation exists when the safety, health or welfare of the public is vitally affected by: (a) a breakdown in machinery and/or threatened termination of essential services (including maintenance and repair of essential office equipment), or (b) the development of a dangerous condition, or (c) any other circumstance in which supplies are needed for immediate use. In the event of an emergency, a contract may be awarded without competition; however, such procurement shall be made with such competition as is practicable under the circumstances. A written explanation of the circumstances of the emergency and for the selection of the particular vendor shall be filed with Purchasing.

If the emergency occurs at times other than regular business hours, the Department Director may purchase directly the required goods or services. However, whenever practicable, secure competitive bids by the lowest responsible bidder. A tabulation of bids received, if applicable, shall be submitted to Purchasing as soon as practicable.

Virginia Public Procurement Act § 2.2-4303 (F)

In case of emergency, a contract may be awarded without competitive sealed bidding or competitive negotiation; however, such procurement shall be made with such 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. The public body shall issue a written notice stating that the contract is being awarded on an emergency basis, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted on the Department of General Services' central electronic procurement website or other appropriate websites, and in addition, public bodies may publish in a newspaper of general circulation on the day the public body awards or announces its decision to award the contract, whichever occurs first, or as soon thereafter as is practicable. Posting on the Department of General Services' central electronic procurement website shall be required of any state public body. Local public bodies are encouraged to utilize the Department of General Services' central electronic procurement website to provide the public with centralized visibility and access to the Commonwealth's procurement opportunities.

Date of Award: _____

Vendor Name: _____

Address of Emergency: _____

Nature of Emergency: _____

Description of product or service provided: _____

Estimated Total Cost of Contract: _____

Department Director Signature

Date

Purchasing

Date

This written determination shall become a part of the contract file. Public Notice of same shall be posted on the County's website.