

Emergency R#/E# Request Process

DIRECTIONS:

1. Complete the 'Emergency Request Form' attached. After completing your entries, select the '**Send Form**' button located at the bottom of the form. A dialog box titled '**Send Email**' will appear. '**Default email application (Microsoft Outlook)**' will automatically be selected. Select the '**Continue**' button at the bottom of the dialog box.
2. An email will automatically be generated to send the request to GSD. The following emails will automatically be in the '**To**' field:
Shauna.Soldate@santacruzcounty.us Marsha.Marani@santacruzcounty.us) **and**
gdsupportingdocs@santacruzcounty.us
3. In the '**Cc**' field, add the appropriate Emergency distribution list (*Selection of an emergency distribution list notifies everyone that must be aware of the emergency so they can prepare for their role in the emergency process*):
 - **Roads:** DPWRoadEmergency@santacruzcounty.us
 - **Sanitation:** DPWSanitationEmergency@santacruzcounty.us
 - **Flood Control:** DPWFloodEmergency@santacruzcounty.us
 - **Stormwater** DPWStormwaterEmergency@santacruzcounty.us
4. Update the '**Subject**' field to include the name of the project. *OPTIONAL: Include any notes in the body of the email.* Hit '**Send**'.
5. If an ICA will be needed, Rosa will create one. **In a separate email**, send all the following items to Rosa (Contracts Analyst):
 - Excel sheet 'ICA-PO request sheet' (Fill out every field)
 - Scope of Work/proposal
 - Fee Schedule (if applicable)
 - Insurance (see insurance example)
6. Request a project number by using the Project Numbers Fillable Form located at:
http://dpwintranet/dpwinternal/Forms/New_Project_Numbers_Fillable_Form.pdf
 - Download the completed form and email it to dpwcontrol@santacruzcounty.us
 - **Please remember to send the Project number to Rosa if it was not provided in the 'ICA-PO request sheet'.**

NOTE:

- **Obtain Certificate of Liability prior to starting work.**
- You must request an R# for each vendor you require emergency work from unless the vendor is paying a subcontractor directly.
- If the project needs to go to the Board for approval, enter the Board letter in MinuteTraq immediately.
- Emergency Public Projects must comply with Public Contract Code Section 22050 which states you must go to the Board every Board meeting (at minimum every two weeks) for the duration of the emergency.
- Santa Cruz County Public Projects are subject to the California Uniform Public Construction Cost Accounting Act (CUPCCAA)

DISCLOSURE: If the emergency occurs outside of normal business hours, the authorized designee must first contact Purchasing at GSDSupportingDocs@santacruzcounty.us to provide information in the form below via email and request an emergency number. Then, they may begin work with a vendor immediately. Purchasing staff will issue an official R# when they return to the office.

REFERENCE:

[Purchasing Policy Manual](#) – v. November 2020: Section 2.5 and 5.3
[Guidelines for Purchasing: A Reference Guide](#)
[CUPCCAA](#)
Public Contract Code Section [22050](#)

EMERGENCY REQUEST FORM

TO: Shauna.Soldate@santacruzcounty.us Marsha.Marani@santacruzcounty.us
GSDSupportingDocs@santacruzcounty.us

FROM AUTHORIZED DESIGNEE (requesting emergency #):

Requestee Email:

Job Title:

EMERGENCY DESCRIPTION:

DETAIL OF WHAT IS NEEDED (select one and enter description):

- | | |
|---|---|
| <input type="checkbox"/> Products (commodities) | <input type="checkbox"/> Personal services (non-professional) |
| <input type="checkbox"/> Public Project | <input type="checkbox"/> Professional services (engineers, architects, consultants) |

VENDOR INFORMATION:

ESTIMATED TOTAL: \$

Vendor / Contractor (vendor/contractor/company name):

Vendor Contact Name

Phone Number:

Attach any proposals received (if any)

BOARD DATE:

Enter Board date, if applicable:

If your emergency estimated total falls within the following limits, it would need to go to the Board for approval. Please enter Board date above, if applicable.

- Fixed Asset (single item with at least 1 year lifespan): \$20,000+ (including taxes and shipping)
- Personal Services (non-professional): \$100,001+
- Professional Services (engineers, architects, consultants): \$100,000+
- Public Projects: \$60,001+
- **SCCSD only: Personal and Professional Services: \$35,001+**