

Los Angeles City College Administrative Services "How To" Book	Non-Competitive Procurement	VII E-4
How Do I Make Emergency Contracts?		

A. Brief Description

In an emergency, a contract may be awarded on behalf of the Board of Trustees by the Chancellor, Senior Vice Chancellor, Executive Director of Facilities Planning and Development, Director of Business Services or their designee, for the performance of repairs, alterations, work or improvement without the furnishing of materials or supplies for an emergency purpose without advertising for or inviting bids. An emergency is an unforeseen or unexpected condition that poses any disruption to the continuance of existing college classes or poses a danger to life and property. **(California Public Contract Code section 20654)**

B. How To

1. In an emergency, where repairs, alterations, work or improvement is necessary to any facility of the college to permit the continuance of existing college classes, or to avoid danger to life and property, a contract may be awarded on behalf of the LACCD by the Chancellor, Senior Vice Chancellor, Executive Director of Facilities Planning and Development, Director of Business Services, or their designee.
2. All emergency contracts must be reported to the Board of Trustees at the earliest possible date and in all circumstances within thirty (30) days after issuance.
3. The Board of Trustees, by unanimous vote, must approve such emergency contract.