



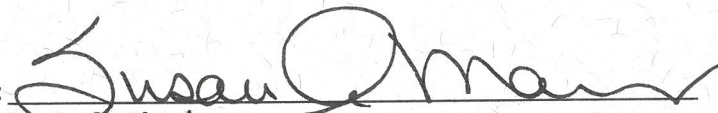
# Santa Cruz Consolidated Emergency Communications Center

231 Union Street  
Watsonville, California 95076  
(408) 728-6125

## COMMUNICATIONS ADMINISTRATIVE POLICY/PROCEDURE

Policy No: 441  
Date Issued: November 1, 1993  
Date Revised:

APPROVED:

  
Board Chairperson

10/21/93

SUBJECT: SOLE-SOURCE PROCUREMENT - IDLE ACT

1. Situations in which the formal bidding procedures as described in Policy No. 420 would not be useful or produce any advantage for the Authority shall be deemed an idle act by the General Manager and subject to sole source vendor procurement.
2. The General Manager may determine that an idle act exists where:
  - 2.1 Specifications can not be drawn in a way which would enable more than one vendor or manufacturer to bid.
  - 2.2 An emergency results in a situation which makes it impossible or impractical to obtain the supplies, material or equipment required and observe the formal bidding requirements.
  - 2.3 Due to circumstances beyond the control of the Authority, the time necessary to use the formal bidding procedure would result in a substantial economic loss to the Authority, or substantial interference with the operation of the Center.
3. In cases where a sole source - idle act procurement has occurred as outlined in this policy, the General Manger will prepare and retain a written justification, which is to be reviewed and approved by the Attorney for the Authority as sufficient to withstand normal audit scrutiny.