



City of Arts & Innovation

City of Riverside Administrative Manual

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Policy Owner(s): Finance Department

Approved:

Michael D. Moore

Department

Michael D. Moore (Dec 29, 2022 17:08 PST)

City Manager

SUBJECT:

Emergency Procurement

PURPOSE:

To provide guidance for emergency procurement of Goods, Services, or Construction.

SOURCE OF AUTHORITY: Purchasing Resolution Article Three

POLICY:

Emergency purchases may be made when there is an unexpected immediate need to obtain goods, services, or equipment to maintain operations.

Emergency purchases shall be curtailed as much as possible by anticipating needs so that the normal purchasing procedure utilizing competitive bidding may be used.

An “emergency” shall be deemed to exist under any one or more of the following circumstances:

- a. A great public calamity;
- b. An immediate need to prepare for national or local defense;
- c. A breakdown in machinery, facilities, or essential services which requires the immediate procurement of goods, services, or construction to protect the public health, welfare, safety, property, or personal/confidential information;
- d. A Using Agency operation directly affecting public health, welfare, safety, property, or personal/confidential information, is so severely impacted by any cause that personal injury or property destruction appears to be imminent and probable unless goods, services, or construction designed or intended to mitigate the risks thereof are procured immediately; or
- e. A Using Agency is involved in a City project which is of such a nature that the need for particular goods, services, or construction can only be ascertained as the project progresses and, when ascertained, must be satisfied immediately for the protection of public health, welfare, safety, property, or personal/confidential information.

In accordance with the current Purchasing Resolution, during normal City business hours, the Department Head or his/her duly authorized representative shall contact the Purchasing Manager and explain to the Manager's satisfaction the reasons and justification for Emergency Procurement.

After normal City business hours for non-Riverside Public Utilities purchases, the Department Head or his/her duly authorized representative shall exercise their best judgment in ascertaining whether the circumstances necessitate Emergency Procurement.

For urgent purchases related to Riverside Public Utilities, Article XII, Section 1202(b) of the City Charter shall be followed.

For urgent purchases as defined by Article XI, Section 1109 relating to Public Works Contracts over \$50,000, Article XI, Section 1109 of the City Charter shall be followed.

PROCEDURE:

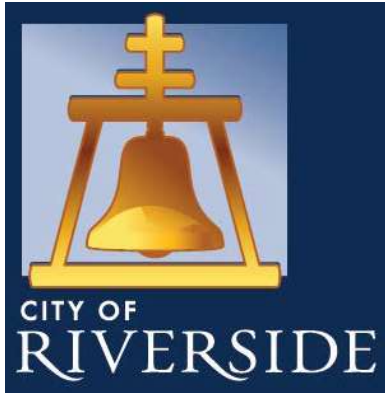
Responsibility	Action
Department Head, Division Head, or Individual Designated Incident Commander	<ol style="list-style-type: none">1. Determines need for emergency requirement and obtains approval from the Purchasing Manager or City Manager; Public Utilities requires GM approval.<ol style="list-style-type: none">a. During normal business hours, the requesting department submits a purchase requisition to Purchasing stating the requirement, reason, and justification for the purchase.b. After normal business hours, the department will use their best judgment as to the justification of the emergency purchase. If the emergency will require several purchases, an attempt should be made to contact the Purchasing Manager or the CFO/Treasurer.2. Determines if there is an annual Purchase Order for goods or services.<ol style="list-style-type: none">a. Checks the list of established annual P.O.'s provided to all Departments/Divisions by Purchasing.b. If an annual P.O. is established, gives supplier name of person authorizing purchase and items to be provided.c. Maintains a log of all purchases authorized from list. Log should contain P.O. number, supplier, individual contacted, address/ phone, quantity, item, and price, if available.3. After normal business hours and if no annual purchase order exists:<ol style="list-style-type: none">a. Contact a local vendor to obtain a quote for the goods or services.b. Authorized person provides supplier with emergency purchase authorization number consisting of person's initials and number (Example - BJS-1).c. Maintains a log of all purchases authorized. Log should contain authorization number (use consecutive numbers), P.O. number, supplier, individual contacted, address/ phone, quantity, item, and price, if available.d. Obtain insurance certificate(s) applicable to the type of procurement and submits to Risk Management Division in Origami. (See Attachment #1 for guidance)e. Verify the vendor is operating with a valid Riverside Business Tax Certificate if the Vendor will be conducting their service on City property.

PROCEDURE:

Responsibility	Action
	f. When applicable, obtain validation of contractor's license through the Contractor's State License Board website, and verify Department of Industrial Relations (DIR) registration.
	4. Prepares a "confirming" Purchase Requisition no later than the following business day.
Purchasing	5. Issues a confirming Emergency Purchase Order upon verification of funds.
Originating Department	6. Obtains City Council or Board of Public Utilities approval, as applicable, in accordance with City Charter Section 1109 and 1202(b).

Attachments:

1. Certificate of Insurance (COI) Portal Entry Guide



Certificate of Insurance (COI) Portal

Step-By-Step Guide

Overview of Steps

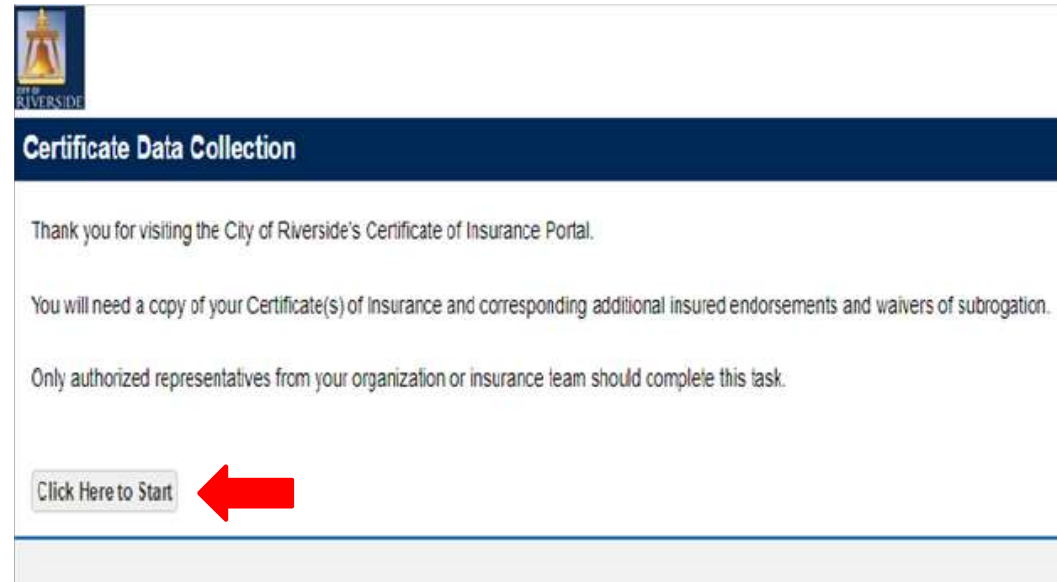
1. Introduction Page
2. Step 1- Enter Contact Information
3. Step 2- Uploading Insurance Documents
4. Step 3- OCR Scan
5. Step 4- OCR Check
6. Step 5- Verifying Limit Amounts & Provisions
7. Thank You message.



Introduction Page

Instructions:

1. Read the introductory message.
2. Select the 'Click Here to Start' icon after you have read the message.



Enter Contact Information (Step 1 of 5)

Instructions:

1. Select the type of relationship you have with the City.
2. You will need to select the “Lookup or Add Business” Icon to select or add your Company Name and contact information.

Edit Certificate Profile Next -> Step 2: Enter Policy Information

Thank you for visiting the City of Riverside's Certificate of Insurance Portal. You will need a copy of your Certificate(s) of Insurance and corresponding additional insured endorsements and waivers of subrogation.

What is your relationship with the City of Riverside?

Relationship *

Step 1 - Vendor Information

Names * **Lookup or Add Business**

Portal Entry

Vendor Number

Address1

Address2

City

State

Postal

Insured Contact Information

Contact Name *

Email *

Phone

Fax

Riverside Contact Information

City of Riverside Contact Name

City of Riverside Contact Email

Next, you will be required to upload a copy of your Certificate of Insurance and any applicable endorsements. YOU WILL NEED THE FOLLOWING DOCUMENTS TO COMPLETE SUBMISSION

1. Copy of your Certificate(s) of Insurance
2. Endorsements for the following coverages: (Upload to Additional Forms)

General Liability:

- Copy of Additional Insured Endorsement
- Copy of Waiver of Subrogation

Auto Liability:

- Copy of Additional Insured Endorsement



Enter Contact Information (Step 1 of 5)

Instructions:

1. To add your Business, select “New Contact” on the top right.
2. Select “Insured Vendor.”
3. Select “Yes” from the dropdown arrow if this is a company.
4. Enter the ‘Company Name’ and contact information.
5. Select “Save Changes” when you are done.

*** You will only need to add your Business the first time you upload a COI.**

The screenshot shows the 'Contacts' management interface. At the top right, a red arrow points to the 'New Contact' button. Below this is a 'Filter By' section with input fields for 'Contact Name' and 'Company Name'. A table below the filter shows columns for 'Company Name', 'Street1', 'Street2', 'City', and 'State'. Below the table is a 'Select New Contact Type' section with a red arrow pointing to the 'Insured Vendor (INSCOI)' option. The bottom part of the screenshot shows the 'New Contact' form with a red arrow pointing to the 'Save Changes' button. The form includes fields for 'Name' (File As: Guerrero Babysitting2), 'Is Company' (Yes), 'Contact Type' (Insured Vendor), 'Address' (Company Name: Guerrero Babysitting2), 'Title', 'Street1', 'Street2', 'City', 'State', 'Postal', 'Payee' (Vendor Number), and 'Contact Info' (Phone).



Enter Contact Information (Step 1 of 5)

Instructions:

1. If you are working with a specific City staff member, enter their information under 'Riverside Contact Information' so they can get notified of your insurance compliance status.
2. Select the 'Next -> Step 2: Enter Policy Information.'

Next -> Step 2: Enter Policy Information

Edit Certificate Profile Next -> Step 2: Enter Policy Information

What is your relationship with the City of Riverside?

Relationship *

Type of Agreement or Contract with the City

Step 1 - Vendor Information

Name *

Partial Entry

Vendor Number

Address1

Address2

City

State

Postal

Insured Contact Information

Contact Name *

Email *

Phone

Fax

Riverside Contact Information

City of Riverside Contact Name

City of Riverside Contact Email

Next, you will be required to upload a copy of your Certificate of Insurance and any applicable endorsements. YOU WILL NEED THE FOLLOWING DOCUMENTS TO COMPLETE SUBMISSION

1. Copy of your Certificate(s) of Insurance.

2. Endorsements for the following coverages: (Upload to Additional Forms)

General Liability:

- Copy of Additional Insured Endorsement
- Copy of Waiver of Subrogation

Auto Liability:

- Copy of Additional Insured Endorsement
- Copy of Waiver of Subrogation

Workers Compensation:

- Copy of Waiver of Subrogation



Uploading Insurance Documents (Step 2 of 5)

Instructions:

1. Upload all of your insurance documents combined into a single PDF with the ACORD form being the first page.
2. Select the 'Next → Review Policy Information' icon.

Edit Certificate Profile - JG Consulting Next -> Step 3: Review Policy Information

Certificate of Insurance Upload Instructions

• Please upload the Certificate of Insurance file below. The success of properly reading the contents of the certificate depend on the following factors...

Quality/Clarity - An electronic copy will be more easily read than a scanned or faxed copy of the certificate.

Alignment/Positioning - If the file is scanned or faxed, please ensure it is not twisted or misaligned to its original content.

Single Form Type - Please ensure that you are only uploading one type of form at a time. This means do not upload a single file that contains pages from multiple ACORD form types/versions.

Acceptable PDF Format - Some versions of PDF files cannot be processed through automation. One such type is the XFA (aka AcroForms or Adobe XML Forms Architecture) format. Please *flatten* the PDF form before submitting. One way this can be done is by printing the PDF to PDF output.

Upload ACORD Form

File* Browse...

Upload Additional Forms (Optional)

Additional File	<input type="text"/>	Browse...
Additional File	<input type="text"/>	Browse...
Additional File	<input type="text"/>	Browse...
Additional File	<input type="text"/>	Browse...



OCR Scan (Step 3 of 5)

Instructions:

1. Wait and relax. There is nothing for you to do on this page. The program is using OCR technology to read your certificate.



Certificate of Insurance OCR Processing - Jackie's Construction



Please wait. Your file is being processed. The status will refresh below as processing continues. Do not close this window.



Once started, the recognition process may take 30 seconds to a minute.

Running Form Recognition



OCR Check (Step 4 of 5)

Instructions:

1. Here, you will need to check to see if the OCR technology read and recorded the policy information on your certificate correctly.
2. Select the 'Next → Step 4: Enter Cert Details' icon.

Edit Certificate Profile - JG Consulting Next → Step 4: Enter Cert Details

Step 3 - Verify Policy Information

▶ Here, you are just checking to see if the program read your Certificate correctly.

Description *	Certificate entered on 7/23/2020	Producer Contact	Jane Doe
Producer	H. J. Spier Company, Inc. 8250 Woodfield X'g Blvd #330 Indianapolis, IN 46240 Donald R. Brown	Name	
		Producer Address1	
		Producer Address2	
		Producer City	
		Producer State	
		Producer Postal	
		Producer Phone	317-816-2838
		Producer Email	JaneDoe@sample.com x
		Producer Fax	317-816-2857

▶ On the next screen, select 'On Cert' checkbox if items are check marked under 'ADDL INSD' and 'SUBRO' on certificate.



Verifying Limit Amounts & Provisions (Step 5 of 5)

Instructions:

1. Check to see if the OCR technology read and recorded your policy limits correctly. If there is a discrepancy, please correct to match the information listed on your COI.
2. Please look at your COI and make sure the 'ADDL' and 'WSUBR' boxes are selected. Select the same boxes on this page once you have confirmed.
3. Select 'Finish.'

Requirement	On Cert	Details	Minimum
GL - EACH OCCURRENCE		2,000,000	1,000,000
GL - GENERAL AGGREGATE		1,000,000	2,000,000
GL - ADDITIONAL INSURED	<input checked="" type="checkbox"/>		Required
GL - WAIVER OF SUBROGATION	<input checked="" type="checkbox"/>		Required



Thank You!

Thank you for using the City's Certificate of Insurance (COI) Portal. The City's Risk Management Team will send you an email once your COI has been approved or if something is missing. You may now exit this screen.

Certificate Data Collection

[Back](#)

Thank You!

Thank you for completing the City of Riverside's Certificate of Insurance submission process. You will receive an email notification when your certificate has been approved or if any additional documents are required.

You may now close this screen or exit the browser to end the session.



Questions or Need Help?

Risk Management

Email: riskmanagement@riversideca.gov

Phone: (951) 826-5454

