

Emergency Justification Form

Requisition #: DC-144

Date: 3/19/2014

Amount: \$29.55

Department: DC

Vendor: Walmart/Patrick Snedeker

EMG: FY1314-50

This form has been designed to assist all San Miguel County employees in providing information necessary in the processing of an emergency requisition of products and/or services. Please complete and forward to the Finance Department along with your Purchase Requisition.

Departmental Responsibilities:

1. State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation.

Inmate bath towels needed for inmates housed at the facility, for hygiene purposes. Colfax County had an emergency which caused them to need to house inmates at the San Miguel County Detention Center which brought the count higher than expected.

2. State the financial or operational damage/risk that will occur if needs are not satisfied immediately (do not simply say there will be a loss or some damage):

Without enough towels for inmates at the facility, this can lead to angering the inmates which may lead to safety and security concerns.

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

Colfax County contracted the detention center letting us know they were on the way with 10 additional inmates, per the contract. We did not anticipate housing this many inmates at this time.

State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):

Walgreens was contacted and did not carry this amount of towels at the time as well as the Dollar General.

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for an emergency procurement.

Submitted by:

_____/s/_____
Elected Official/Department Supervisor

_____3/19/2014_____
Date

_____/s/_____
County Manager

_____3/27/2014_____
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 3/28/2014