

Emergency Justification Form

Requisition #: MNT-68

Date: 4/24/2014

Amount: \$1,476.04

Department: PW

Vendor: Simplex Grinnell

EMG: FY1314-63

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.

**Water leak at the District Court causing alarm to go off. Need to repair flow switch.**

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):

**General safety and welfare of county employees and residents.**

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

**Water was flowing nto the streets needed to be repaired immediately and Simplex Grinnell was able to respond.**

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

**Simplex Grinnell deals with all county alarms and are on contract for annual/semi annual and quarterly inspections to reset and check alarms that need maintenance.**

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

\_\_\_\_\_  
Date 4/30/14

\_\_\_\_\_/s/\_\_\_\_\_  
County Manager

\_\_\_\_\_  
Date 4/30/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_/s/\_\_\_\_\_  
Finance Department

Date: 4/30/2014