

Emergency Justification Form

Requisition #: DC-037

Date: 9/30/2014

Amount: \$169.28

Department: Detention

Vendor: Price's Home Furnishing

EMG: FY1415-024

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.

Price's Home Furnishing recently installed carpet in the facility administrative areas. The carpet started to run in the Warden's Office area as well as the Chief of Security Office area. Also the facility does not want a trip and fall incident to occur.

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):

If the runs in the carpet are not addressed immediately they will get worse causing more expense.

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

The original install was contacted of the situation due to the fact that the carpet had been installed just weeks prior to the incident.

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

This was the original installer of the carpet.

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 9/23/2014

_____/s/_____
County Manager

_____/_____
Date 9/29/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 9/30/2014