

Emergency Justification Form

Requisition #: MNT-53

Date: 1/09/2015

Amount: \$739.02

Department: PW

Vendor: Simplex

EMG: FY1415-039

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.

The repairs were requested as there was a system fault due to a low battery and it placed the fire alarm in trouble. We have an existing service agreement with Simplex for fire safety and they are the on call service provider for trouble shooting. They came in and replaced the battery so that we are NFPA compliant under the life safety fire code.

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 we did not have the service provider come in quickly to inspect the trouble and repair we could be liable for life safety should there have been a fire and the system failed to warn.

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 needs of replacement was not known until the service provider came and trouble shot the fault.

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

The vendor was selected for the trouble shoot and repair as we currently have them on contract for fire safety services.

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 1/09/2015

_____/s/_____
County Manager

Date 1/12/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 1/20/2015