

Emergency Justification Form

Requisition #: IT-51

Date: 2/23/2015

Amount: \$1,702.58

Department: IT

Vendor: Marks Service

EMG: FY1415-046

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.

**On the morning of February 23, 2015, the IT staff came into work to discover the air condition in the server closet in the Admin Building was not functioning and the room had reached dangerously cold temperatures.**

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):

**There are thousands of dollars worth of telephone equipment, network equipment and servers in that room which would most likely overheat and be permanently damaged if the situation is not remedied immediately. Also, a good portion of SMC data could be lost if there were hardware failures in that room. Finally, a significant loss of work time would be caused if the system needed to be down for any specific amount of time.**

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

**This issue was caused most likely caused by a failure in the air conditioning system hardware and could not be anticipated.**

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

**As this is an emergency situation, staff called a local vendor could respond quickly to assess the problem.**

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 2/5/2015

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

\_\_\_\_\_  
Date 2/11/2015

FINANCE DEPARTMENT USE ONLY:

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

Date: 2/11/2015