

Emergency Justification Form

Requisition #: FS-36

Date: 2/20/15

Amount: \$1,265.14

Department: Fire

Vendor: Simplex Grinnel

EMG: FY1415-049

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.

I had Simplex called to repair the back flow preventer. It had a serious leak and before we encountered a mold issue with a repair that had never been done for lack of bringing in a service provider for repairs.

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):

The damage would be extreme if it is not repaired quickly and having had issues before to include a serious mold problem in a medical facility is not a good thing.

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 leak was not anticipated but it was probably due to the changes in temperature and weather.

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

I selected the vendor as they are the fire safety provider and understand the back flow preventers

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

_____1/21/2015_____
Date

_____/s/_____
County Manager

_____1/26/2015_____
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 2/26/2015