

Emergency Justification Form

Requisition #: DC-108

Date: 3/4/15

Amount: \$3,961.03

Department: Detention Center Vendor: Wagner

EMG: FY1415-053

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.

Emergency generator became inoperable. Facility Circuit Board. Cause of the situation is normal operational wear.

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):

Emergency generator is critical equipment to the detention center. Facility generator during a power failure/outage can be a severe risk to staff and/or inmates. There was a loss of food due to inoperable cooling system.

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

Power outages are normal occurrences that can happen at any given time.

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

Vendor is the vendor which performs scheduled annual services they are responsive and familiar with equipment and they were able to respond to the situation during non working hours.

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 3/4/2015

_____/s/_____
County Manager

Date 3/6/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 3/9/2015