

Emergency Justification Form

Requisition #: FS-45

Date: 5/15/2015

Amount: \$607.46

Department: Fire Vendor: Simplex Grinnel

EMG: FY1415-073

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.

There was a communications error on the alarm monitoring system. This placed the public and employees at risk.

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 health, safety and financial risk is tremendous when looking at life safety, should the system fail to notify the agencies.

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 count not be anticipated as this occurred suddenly.

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

The reason and process used is that the company is under a service agreement for fire safety inspections for San Miguel County and they are familiar with the panels and 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

_____5/15/2015_____
Date

_____/s/_____
County Manager

_____5/19/2015_____
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 5/22/2015 _____