

Emergency Justification Form

Requisition #: DC-163

Date: 5/19/2015

Amount: \$430.39

Department: Detention Center Vendor: Georges Appliance Center

EMG: FY1415-074

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.

Both facility dryers became inoperable. Facility clothing and linen unable to get properly laundered.

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):

Non washing of inmate clothing can cause possible lawsuits from inmates, and anger the inmates causing tension with the housing units.

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

Both dryers became inoperable. Clothing cannot be laundered without drying capability.

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

Georges Appliance Repair is dependable and very knowledgeable of facilities equipment.

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 5/19/2015

_____/s/_____
County Manager

Date 5/22/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 5/26/2015