

Emergency Justification Form

Requisition #: DC-186

Date: 6/10/2015

Amount: \$157.48

Department: Detention Center

Vendor: Marks Service

EMG: FY15/16-002

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.

Facility Walk in refrigerator not cooling.

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):

Cooler not operating properly will cause loss of all food items.

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

No food items can cause inmates to become hungry which can lead inmates to become upset and cause rioting conditions.

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

The vendor chosen is responsive to the facility and very knowledgeable with detention 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 6/10/2015

_____/s/_____
County Manager

Date 6/29/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 6/30/2015