

Emergency Justification Form

Requisition #: DC-31

Date: 8/18/2015

Amount: \$22,390

Department: Detention

Vendor: Trane

EMG: FY15/16-022

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.

**Damaged coils needs to be replaced in order for unit to operate properly.**

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):

**Hail guards prevent damage to critical equipment by preventing coils from being damaged beyond repair.**

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

**Four units have already been damaged due to the weather. Heating and air conditioning units are critical equipment. Units cannot operate with damaged coils.**

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

**Trane technician is on contract with SMC for maintenance on other equipment besides the detention center and were requested for a quote since they are in our area frequently.**

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

\_\_\_\_\_8/18/2015\_\_\_\_\_  
Date

\_\_\_\_\_/s/\_\_\_\_\_  
County Manager

\_\_\_\_\_8/25/2015\_\_\_\_\_  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_/s/\_\_\_\_\_  
Finance Department

Date: 8/26/2015