

Emergency Justification Form

Requisition #: DC-074

Date: 11/03/2015

Amount of Purchase: \$5000.00

Department: Detention Center

Vendor: Wagner

EMG: FY15/16-035

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. **Mora-San Miguel Electric Coop. power to facility was lost on 10/31/2015. The emergency generator to the facility failed. A temporary repair was made to start the generator for a short period of time.**
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): **Life and safety issues. Without electrical power, we cannot ensure the safety of staff and inmates. Without power, there is not heat, electricity, air conditioning. We are unable to run any services such as health services, food service, laundry, etc.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **All run tests have been conducted, all annual inspections have been completed.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Wagner has serviced the generator during the previous years, and specializes in Cummins diesel generators which is what the detention center has.**

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:

Elected Official/Department Supervisor

11/02/2015

Date

County Manager

11/02/2015

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 11/03/2015