

Emergency Justification Form

Requisition #: DC-085

Date: 11/17/2015

Amount of Purchase: \$650.00

Department: Detention Center

Vendor: Mark's Service (Mark McAdams)

EMG: FY15/16-039

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. **The facility freezer became inoperable, causing the equipment to lose temperature. The cause of the equipment deficiencies are normal wear and tear on the equipment throughout the years of usage.**
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): **Loss of food articles or food spoiling can occur if proper temperature is not maintained, causing inmates and/or personnel to become ill.**
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 freezer is critical equipment to the detention center and must be working properly at all times.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Mark McAdams is a reliable vendor and is always responsive to the facility during off duty hours. This vendor specializes in this 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:

Elected Official/Department Supervisor

11/17/2015

Date

County Manager

11/18/2015

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____

Finance Department

Date: 11/18/2015