

Emergency Justification Form

Requisition #: DC-086

Date: 11/17/2015

Amount of Purchase: \$731.79

Department: Detention Center

Vendor: Simplex Grinnell

EMG: FY15/16-040

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 fire alarm annunciator panel is not fully operational; back-up batteries became faulty. Cause of the situation is normal wear and tear.**
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): **Emergency fire alarm system needs to be 100% operational and to standard at all times. Fire damage can occur causing major damage to facility and/or death to building occupants.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Fire alarm panel is considered to be critical equipment to the facility. Batteries are tested regularly and no indication of low battery was determined.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Simplex Grinnell is on state contract with the county. They were the quickest responsive vendor to the facility.**

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