

Emergency Justification Form

Requisition #: DC-093

Date: 12/08/2015

Amount of Purchase: \$1704.00

Department: DETENTION CENTER

Vendor: A&B LAUNDRY EQUIPMENT

EMG: FY15/16-049

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 main bearing on the facilities main washing machine gave out. 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): **The facility laundry must be completed on a daily basis including clothing, blankets, rags, and cleaning equipment.**
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 washing machines are critical equipment and must be at 100% at all times. Maintaining good hygiene at the facility is extremely important due to the population. Cleanliness will assist on preventing infection amongst the inmates spread thru bacteria etc.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):

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

12/08/2015

Date

County Manager

12/09/2015

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____

Finance Department

Date: 12/10/2015