

Emergency Justification Form

Requisition #: DC-102

Date: 12/18/2015

Amount of Purchase: \$1000.00

Department: DETENTION CENTER

Vendor: SIMPLEX GRINELL

EMG: FY15/16-053

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. **Fire alarm panel is showing trouble signal. This needs to be addressed and corrected prior to Fire Marshal walk-thru. Additionally, the fire alarm panel must be fully operational at all times.**
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): **Fire alarm panel failure can result in faulty diagnosis of smoke/fire detection.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Kitchen hood system was cleaned, during the cleaning the fire alarm panel was disrupted. Additionally, during the construction of the 12 bed housing unit, proper procedure was not followed, causing the alarm panel to alerting and requiring a smoke detector sprinkler to be properly prepared.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Simplex Grinell is on state contract and has previously attended to the facility needs specific to fire alarm system.**

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

12/18/2015
Date

County Manager

12/21/2015
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 12/22/2015