

Emergency Justification Form

Requisition #: REQ17000337 Date: 09/01/2016 Amount of Purchase: \$500.00 EMG: FY16/17-022

Department: DETENTION CENTER Vendor: A&B LAUNDRY EQUIPMENT

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. **Female housing washing machine inoperable, cause of situation is normal day to day operation.**
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): **Inmate laundering is essential and critical for normal operational functions.**
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 laundering equipment is critical equipment and must be kept at 100% operational capacity at all times to avoid grievances and complaints.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor chosen is reliable and very knowledgeable of San Miguel County Detention Center laundering equipment, and is the quickest to respond to the needs of 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

09/01/2016
Date

County Manager

09/01/2016
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 09/02/2016