

Emergency Justification Form

Requisition #: REQ17000401 Date: 09/12/2016 Amount of Purchase: \$4,980.79 EMG: FY16/17-024

Department: DETENTION CENTER Vendor: WAGNER POWER SYSTEMS

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. **Facility backup generator is leaking oil from sending unit and antifreeze leak. Cause of this emergency situation is normal wear and tear. Generator must be serviced yearly to meet NFPA Fire Marshal Standards.**
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 emergency generator must remain at 100% operating capacity at all times. Full capacity is crucial to all areas of the facility. In the event of an electrical failure within the facility, we must have an operating backup generator to secure doors/cells/lights/locks, etc. If the facility is unable to maintain a secure facility this can result in harm to other inmates and/or staff.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **As per NFPA the emergency generator must be inspected annually and maintained at full capacity at all times. A faulty generator can disrupt facility operation.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **This vendor has been contacted in the past and is knowledgeable with the equipment and responsive. This vendor is the original installer of the equipment and has serviced equipment in all prior inspections.**

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 09/13/2016
Date

County Manager 09/16/2016
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____ Date: 09/22/2016
Finance Department