

Emergency Justification Form

Requisition #: REQ17000437 Date: 09/27/2016

Amount of Purchase: \$564.90

EMG: FY16/17-027

Department: INFORMATION TECHNOLOGY

Vendor: MARK'S SERVICE

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. **A/C in the Server Room in I.T. Dept. is failing due to high humidity. Without the A/C, the equipment will overheat and break.**
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): **It would take several weeks to get equipment ordered and installed.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **A/C failed causing the room to overheat. If the room overheats with nobody to manage it, the equipment will fail. This needs to be resolved ASAP.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Mark's Service has been used in the past and knows our cooling system well. Other vendors were contacted but did not respond to our requests.**

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

09/27/2016
Date

County Manager

09/30/2016
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 10/03/2016