

Emergency Justification Form

Requisition #: REQ17000564 Date: 10/25/2016 Amount of Purchase: \$1,217.71 EMG: FY16/17-037

Department: DETENTION CENTER Vendor: SIMPLEX GRINNELL

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. **Simplex Grinnell was conducting the quarterly inspection of facility. It was discovered during the inspection that the duck detectors are inoperable.**
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): **If a fire occurs at the facility the duck detectors will not operate causing the smoke to be distributed throughout the facility causing a life/safety issue to inmates and 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: **Facility was informed of the situation upon inspection.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Simplex Grinnell was able to respond to facility needs at critical times.**

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 10/25/16
Date

County Manager 11/1/16
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____ Date: 11/1/16
Finance Department