

Emergency Justification Form

Requisition #: REQ17000751 Date: 12/7/2016 Amount of Purchase: \$3,000.00 EMG: FY16/17-043

Department: DETENTION CENTER Vendor: A&B LAUNDRY

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 became inoperable. Cause of the situation is undetermined. After investigation it is either cause by a broken bleach chemical line in the machine or normal wear and tear of equipment.**
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): **Inmates must be provided with essential laundry to prevent grievances or complaints, facility washing equipment is essential equipment and must be maintained for safety and sanitary purposes.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Laundering equipment is critical to facility. Due to the unforeseen circumstances it is important the matter be addressed in a very timely manner.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **A&B Laundry is the original installer of the unit. Also when looking for quotes in the past for similar situations, this vendor has always provided the lowest quote.**

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

12/07/16
Date

County Manager

12/07/16
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 12/07/16