

Emergency Justification Form

Date: 07/18/2022
Vendor: American Fire Protection

Department: Maintenance
Amount of Purchase: \$761.78

Requisition #: 2300122

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.

The 4th Judicial District Courthouse A/C system is not working properly due to a closed combination fire and smoke damper.

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 closed damper will cause the A/C system to over stress, causing possible system freeze and damage to the compressors and coils.

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

Emergency issues happen without notice, parts fail,

State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):

This vender was selected because they handle the fire system inspections and repairs.

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

7/18/22

Date



County Manager

7/19/22

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: _____

Emergency #: FY 22/23-001

RECEIVED

JUN 19 2022

SAN MIGUEL COUNTY
FINANCE DEPARTMENT