

Emergency Justification Form

Requisition #: REQ2100199

Date: 8/26/20

Amount of Purchase: \$300.00

EMG: FY2021-016

Department: Detention Center

Vendor: JCG Plumbing and Heating

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. **Sewage back-up in C-Pod housing after several attempts, Maintenance was unable to clear the back-up. Higher torque auger was needed.**
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): **Sewage back-up was affecting the entire housing pod that is a health hazard.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Plumbing back-up is a health threat and needs to be addressed immediately.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor selection is random. Vendor is on county contract and was responsive to the facility's needs.**

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

8/26/20

Date

County Manager

8/28/20

Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____ Finance Department	Date: <u>9/1/20</u>
Emergency #: <u>FY 2021-016</u>	