

Emergency Justification Form

Requisition #: REQ2200298

Date: 8/19/21

Amount of Purchase: \$236.98

EMG: FY20220027

Department: Detention Center

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. **DPOD Housing area conditioning is inoperable, normal wear and tear on 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): **High outdoor temperatures cause indoor temperatures to be extreme and beyond uncomfortable for inmate living standard.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Air conditioning units are critical and must be 100% operable at all times for the wellbeing of inmate staff.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor selected has been and continues to be a reliable knowledgeable vendor and answers in a timely manner with supplies needed for job to be complete..**

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

8/22/21  
Date

\_\_\_\_\_  
County Manager

8/26/21  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_  
Finance Department

Date: 8/26/21

Emergency #: FY 2122-027