

Emergency Justification Form

Requisition #: REQ2200373

Date: 9/14/21

Amount of Purchase: \$1203.11

EMG: FY2022031

Department: Maintenance

Vendor: American Fire Protection

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 **The Public Health fire protection systems sprinkler heads were tested, (4) four heads were found to be outdated and need to be replaced.**
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): **Interruption in fire protection system due to possible sprinkler head failure.**
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 issue happen without notice, equipment failure.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **This vendor was selected because they handle the fire system inspections. Due to the urgency of the situation and because of their knowledge of the equipment, this vendor was quickest to respond.**

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

9/14/21

Date

County Manager

9/15/21

Date

Approved By: _____

Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 9/28/21

Emergency #: FY 2122-031