

**Emergency Justification Form**

**Requisition #: REQ2100497**

**Date: 11/13/20**

**Amount of Purchase: \$823.81**

**EMG: FY2021031**

**Department: Detention Center**

**Vendor: American Fire Protection Group**

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. **Broken Sprinkler head in one of the PODs.**
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): **Major loss of water, Fire System not in compliance.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Situation is an emergency and must be corrected immediately.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor selected is on county contract and was able to respond to the facility's needs immediately.**

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

11/13/20

Date

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

11/13/20

Date

**FINANCE DEPARTMENT USE ONLY:**

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

Date: 11/16/20

Emergency #: FY 2021-031