

Emergency Justification Form

Requisition #: REQ2200427

Date: 10/5/21

Amount of Purchase: \$18,113.16

EMG: FY2022040

Department: Detention Center

Vendor: JWC Environmental

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. **Due to wear and tear of equipment, machine became inoperable during weekend hours.**
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): **Operational damage if equipment is not repaired could be a safety hazard to residents and staff at the facility.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Vendor is the only experienced business that can repair equipment needed in a timely manner.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Purchase of equipment was through vendor and they are familiar with equipment and the needs and repair of it.**

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

10/5/21
Date

County Manager

10/5/21
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 10/6/21

Emergency #: FY 2122-040