

Emergency Justification Form

Requisition #: REQ2200504

Date: 11/1/21

Amount of Purchase: \$1500.00

EMG: FY2200052

Department: Detention Center

Vendor: Elite Septic Pumping Inc.

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. **Septic system at facility was backed up and causing sewage to enter facility.**
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): **For safety purposes, this has to be resolved for the inmates and staff who enter facility on a daily basis.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Local vendors were contacted and no response was heard from them in a timely manner for facility needs.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor was available and could provide bi-monthly septic services for our facility.**

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

11/3/21
Date

County Manager

11/4/21
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 11/4/21

Emergency #: FY 2122-052