

Emergency Justification Form

Requisition #: REQ2100931

Date: 4/13/21

Amount of Purchase: \$630.48

EMG: FY20210057

Department: Detention Center

Vendor: A & B Laundry Equip.

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. Washing machine in female unit is inoperable; normal wear and tear of machine.
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): Hygiene of inmates clothing and essentials need to be corrected in a timely manner to keep up with normal health and well-being of inmates.
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: Operable machine is essential to daily activities and cleanliness of facility and inmates.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Local was not available to figure out the problem; several attempts were made unsuccessfully.

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

4/19/21

Date

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

4/15/21

Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 4/16/21

Emergency #: FY 2021-057