

Emergency Justification Form

Requisition #: REQ2200600

Date: 12/2/21

Amount of Purchase: \$302.57

EMG: FY2200058

Department: Detention Center

Vendor: American Waste Removal

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. **Kitchen drains were backing up due to grease build up at grease trap.**
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): **Unable to wash kitchen dishes and making it a non-functional environment for inmates and staff.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Kitchen drains must be functional at all times in order to keep facility functioning 24/7 for inmates.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **No local vendors have equipment needed to power jet clean drain lines. Vendor chosen has responded to facility when drains are non-functional and corrects in a timely and efficient manner.**

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

12/6/21
Date

County Manager

12/9/21
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 12/9/21

Emergency #: FY 2122-058