

Emergency Justification Form

Requisition #: REQ2101139

Date: 6/30/21

Amount of Purchase: \$714.51

EMG: FY2021071

Department: Detention Center

Vendor: American Fire protection Group LLC

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. Internal pipe inspection and outdated water gauges.
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): Inmate and staff safety.
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: Facility needs to be up to safety standards with all sprinkler/pipping gauges.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor is the only vendor serving facility for this need.

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

6/30/21

Date

County Manager

6/30/21

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 6/30/21

Emergency #: FY 2021-071

EST.

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STATE OF NEW MEXICO