

Emergency Justification Form

Date: 6/3/2022

Department: 703

Requisition #: 2201199

Vendor: R.V.'s Transportation

Amount of Purchase: \$4,260.52

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.

Utilized services for the transport of inmates to different facilities.

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 the Safety of Inmates and Staff. Inmates transported to other Facilities

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

Fire near San Miguel County Detention Center

4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):

Vendor was contacted and his buses were available in the time needed to evacuate inmates to other facilities upon the order to evacuate the San Miguel County Detention Center.

RECEIVED

JUN 06 2022

SAN MIGUEL COUNTY

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:

Antonio Pask
Elected Official/Department Supervisor

6/3/22
Date

J. Ansley
County Manager

6-16-22
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: _____

Emergency #: FY 21/22 - OBO