

Emergency Justification Form

Requisition #: REQ20000170 Date: 8/1/19 Amount of Purchase: \$537.04 EMG: FY19/20-014

Department: Detention Center

Vendor: Highlands Wrecker

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. **The facility must be secured at all times and the kitchen storage room has broken locks and items must be properly secured.**
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): **We are taking a chance of items being removed from the proper storage area and inmate porters are continuously in that area.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **We were made aware of the situation with the new remodel and are taking immediate action in order to be in compliance.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Highlands Wrecker was responsive to the facility and immediately corrected our issue.**

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

8/1/19
Date

County Manager

8/8/19
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 8/14/19

Emergency #: FY1920-014