

Emergency Justification Form

Requisition #: REQ20000673 Date: 12/23/19 Amount of Purchase: \$2500.00 EMG: FY19/20-040

Department: Detention Center Vendor: Windsor Door Sales

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. **Sally Port door was damaged due to State Police Officer hitting it with his unit.**
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): **Emergency vehicles, officers and transport personnel must be able to enter and exit the sally port area at all times, being able to enter or exit poses a risk.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Due to the severity and importance of the situation, Windsor Doors was contacted to see if they could assist. Vendor was responsive to the facility immediately to resolve the situation.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Windsor Doors is assisting the facility with the situation at hand due to the incident that recently occurred with the door being damaged. They are available immediately to resolve the 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

12/23/19  
Date

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

12/23/19  
Date

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

FINANCE DEPARTMENT USE ONLY:

Date: 12/23/19

Emergency #: FY1920-040