

Emergency Justification Form

Requisition #: REQ20000697 **Date:** 1/3/20 **Amount of Purchase:** \$745.00 **EMG:** FY19/20-044

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 making it a non-functional kitchen.**
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 to keep facility running and inmates fed.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **No local vendor has equipment needed to power-jet clean drain lines. Vendor chosen is the vendor whom cleans grease trap pit every month.**

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

1/6/20
Date

County Manager

1/7/20
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 1/7/20

Emergency #: FY1920-044