

Emergency Justification Form

Requisition #: REQ20000698 Date: 1/6/20 Amount of Purchase: \$139.62 EMG: FY19/20-045

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 reintegration center room needed locks to 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 trying to get the reintegration center back up to compliance in order to utilize that section of the building, due to the issue involving the escape.**
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 aware of the situation after the escape and are trying to take 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 when contacted, immediately corrected 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 1/13/20
Date

County Manager 1/13/20
Date

Approved By: _____ FINANCE DEPARTMENT USE ONLY:
Finance Department Date: 1/13/20

Emergency #: FY1920-045