

Emergency Justification Form

Requisition #: REQ20000921

Date: 3/26/20/20

Amount of Purchase: \$85.76

EMG: FY19/20-066

Department: Public Works

Vendor: Gerald Garcia

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. **Due to COVID-19 outbreak, there has been a shortage of PPE such as nitrile gloves. Mr. Garcia purchased gloves for Public Works employees in order to ensure their health and safety during this critical time.**
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): **Not having protective gloves is putting employees at risk of contracting a deadly virus which can potentially lead to death.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **All online stores as well as local stores have been sold out completely of all PPE. Unable to order at this time.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor was responsive to needs. **Mr. Gerald Garcia searched at several local vendors for the supplies. These specific gloves we located at Walmart.**

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

3/26/20

Date

County Manager

3/30/20

Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 3/30/20

Emergency #: FY1920-066