

Emergency Justification Form

Requisition #: REQ20000986

Date: 4/14/20

Amount of Purchase: \$260.15

EMG: FY19/20-072

Department: Detention Center

Vendor: 3 D Plumbing Cooling & Heating

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. **It was recently discovered that the shower rods in the inmate Pods were not appropriate barriers to stop the spread of COVID-19; therefore, fabricated shower rods were needed to be in compliance.**
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): **Safely utilizing hygiene areas is important, improper showering areas are definitely something that needs prompt attention because it creates an unsafe atmosphere..**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Shower rods are crucial and must be addressed immediately in order to provide a safe and private area for inmates to keep up with hygiene. The vendor that responded was able to complete the task immediately in order to be in compliance with COVID-19 guidelines.**
4. **State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):** Vendor is responsive to the Department needs. They are able to fabricate the shower rods immediately.

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

4/14/20
Date

County Manager

4/29/20
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 4/29/20

Emergency #: FY1920-072