

Emergency Justification Form

Requisition #: REQ200001009

Date: 4/16/20

Amount of Purchase: \$691.00

EMG: FY19/20-074

Department: Detention Center

Vendor: American Fire Protection Group

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. **Broken sprinkler head in one of the PODS.**
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): **Major loss of water, not in compliance.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Situation is an emergency and must be corrected immediately.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor selected is on county contract and was able to respond to facility's needs 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

4/21/20
Date

County Manager

4/21/20
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 4/27/20

Emergency #: **FY1920-074**