

Emergency Justification Form

Requisition #: REQ200001145

Date: 5/22/20

Amount of Purchase: \$1700.00

EMG: FY19/20-081

Department: Detention Center

Vendor: JCG Plumbing & 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. **Hot water line leaking above the boiler. Cause of situation is normal wear and tear of copper lines.**
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): **Water is crucial to the daily operations of the San Miguel County Detention Center that must be kept 100% operational at all times. Repairs of water leaks upon first discovery are essential if situation worsens, water loss can be substantial, especially on main water line.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Continuous loss of hot water causes hot water to supply at a higher rate and can damage the hot water heater.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor selected is on contract and responded to the 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

5/22/20
Date

County Manager

5/27/20
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 5/27/20

Emergency #: FY1920-081