

Emergency Justification Form

Requisition #: REQ1701507

Date: 6/19/2017

Amount of Purchase: \$263.47

EMG: FY16/17-080

Department: DETENTION CENTER

Vendor: JCG PLUMBING

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. **Kitchen drains began backing up . Cause if emergency situation is operator damage.**
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): **Drains backing up is a health and safety issue. The kitchen area must remain clean and sanitary at all times, this can cause a kitchen employee and/or inmate working in the kitchen to slip and fall in an area heavily equipped with dangerous equipment.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **A drain back-up cannot be foreseen. There is no measure to take in order to monitor drains.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor is responsive.**

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

6/19/2017
Date

County Manager

6/21/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 6/21/2017