

Emergency Justification Form

Requisition #: REQ1800493 Date: 10/27/2017 Amount of Purchase: \$86.01 EMG: FY17/18-045

Department: DETENTION CENTER

Vendor: MARKS SERVICE

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. **Faulty heating unit in female housing area. -Non-operational.**
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): **Due to the outdoor temperature dropping, it can cause an extremely uncomfortable environment for those living in that area. Can also cause illness to spread within the housing area, leading to other medical expenses.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Heating and cooling systems are essential to the facility and must be 100% at all times.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Marks Service has proven in the past to be reliable and knowledgeable to the facility as well as 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

10/26/2017
Date

County Manager

10/31/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 11/1/2017

Emergency #: 045