

Emergency Justification Form

Requisition #: REQ1800857

Date: 2/6/18

Amount of Purchase: \$674.29

EMG: FY17/18-078

Department: DETENTION CENTER

Vendor: AMERICAN FIRE PROTECTION

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. **Emergency situation is faulty fire alarm panel. Cause of situation is aged equipment.**
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): **Fire Alarm is critical and needs to be at 100% at all times. Panel is responsible for notification to personnel and fire department of any emergency fire situations.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Panel must be functional at all times.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor was notified by then Chief Montano, and is on State contract.**

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

2/6/18

Date

County Manager

2/8/18

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 2/9/18

Emergency #: 078