

**Emergency Justification Form**

**Requisition #:** REQ1800928      **Date:** 2/15/18      **Amount of Purchase:** \$341.45      **EMG:** FY17/18-082

**Department:** DETENTION CENTER      **Vendor:** MARK'S SERVICES

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. **Inoperable water heater at the facility. Cause of situation is normal wear and tear.**
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): **Hot water not being circulated throughout the facility causing laundry not getting laundered properly. Kitchen dish compartments not meeting required standards and inmates are not able to maintain proper hygiene.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Emergency situation the deficiency must be corrected immediately to ensure safety.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor chosen is responsive and knowledgeable of the facility.**

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

2/15/18  
Date

\_\_\_\_\_  
County Manager

2/16/18  
Date

**FINANCE DEPARTMENT USE ONLY:**

Approved By: \_\_\_\_\_  
Finance Department

Date: 2/20/18

Emergency #: 082