

Emergency Justification Form

Requisition #: REQ1801322

Date: 5/31/18

Amount of Purchase: \$433.58

EMG: FY17/18-108

Department: DETENTION CENTER

Vendor: MARKS 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. **The steam service table which keeps food at temperature is inoperable. This is crucial to maintain health.**
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): **If food is not at temperature, this can cause health and safety issues specific to bacteria and other circumstances.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Wear and tear on equipment.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **Mark McAdams has been reliable in the past and was responsive to 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

6/1/18
Date

County Manager

6/4/18
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 6/4/18

Emergency #: 108