

Emergency Justification Form

Requisition #: REQ1900699 Date: 12/31/18 Amount of Purchase: \$1,000.00 EMG: FY18/19-024

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. **Water break in fire line suppression system. Cause of situation is freezing temperatures causing system to burst.**
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 Suppression System is crucial to daily operations and must be kept 100% operational capacity at all times, per Fire Marshal Code.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Fire Suppression is critical equipment and as per Fire Marshall Code it must be operational at all times.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **Vendor selected assists with the facility's needs almost immediately.**

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 12/31/18  
Date

\_\_\_\_\_  
County Manager 1/7/19  
Date

Approved By: \_\_\_\_\_ FINANCE DEPARTMENT USE ONLY:  
Finance Department Date: 1/7/19

Emergency #: 024