

Emergency Justification Form

Requisition #: REQ1900846

Date: 2/11/19

Amount of Purchase: \$500.00

EMG: FY18/19-035

Department: DETENTION CENTER

Vendor: AMERICAN PROTECTION GROUP

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. **Both domestic and fire back flow assembles are leaking water. Cause of situation is debris in lines and frozen temperatures.**
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): **Major loss of water at mechanical room. Water is continuously running.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Situation is an emergency and must be corrected immediately.**
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 was able to respond to facility's needs 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

2/11/19  
Date

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

2/12/19  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 2/12/19

Emergency #: 035