

Emergency Justification Form

Requisition #: REQ1900920 Date: 2/27/19 Amount of Purchase: \$2,250.00 EMG: FY18/19-036

Department: DETENTION CENTER Vendor: RON'S FLOORING

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. **Cause of situation is contraband being passed from housing units by inmates, which is not allowed.**
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): **Illegal passing of contraband can cause several issues between the inmates in different POD's and can cause problems for our Offices to include many safety issues.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **The situation has proceeded to get worse in a short amount of time and cannot be tolerated any longer. We need to protect the safety and wellbeing of our Offices during day to day operations.**
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 has responded to the facility's needs immediately and has all the material on hand that is needed to complete the job.**

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

2/20/19
Date

County Manager

3/1/19
Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____	Date: <u>3/4/19</u>
Finance Department	
Emergency #: <u>036</u>	