

Emergency Justification Form

Requisition #: DC-108

Date: 12/17/2013

Amount: \$306.33

Department: Detention

Vendor: Jeffries Plumbing

EMG: FY1314-36

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.

Normal wear and tear of expansion tank is the cause of the situation of the faulty tank.

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):

No water pressure to facility and unable to perform daily functions in kitchen and housing areas.

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

Low or no water pressure. Kitchen area needs water pressure as well as climate for inmate hygiene activities.

4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):

Jeffries Plumbing had previously been on contract and was able to correct the deficiency immediately. A new RFP has not yet been awarded

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:

_____/s/_____
Elected Official/Department Supervisor

Date 12/17/13

_____/s/_____
County Manager

Date 12/23/2013

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 12/30/2013