

Emergency Justification Form

Requisition #: REQ00282

Date: 04/22/2016

Amount of Purchase: \$468.97

Department: DETENTION CENTER

Vendor: A&B Laundry and Equipment

EMG: FY15/16-086

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. **Two facility dryers became inoperable by the roller bearings on equipment wearing out.**
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): **Washers and dryers are critical equipment to the facility. Inmate/facility linen needs to be kept clean at all times.**
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 was under unforeseen circumstances therefore we were unable to obtain quotes prior to the deficiency occurring.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor is reliable and responsive and was able to correct the situation 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

04/29/2016

Date

County Manager

05/05/2016

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____

Finance Department

Date: 05/05/2016