

Emergency Justification Form

Requisition #: **REQ00553**

Date: **06/28/2016**

Amount of Purchase: **\$3000.00**

EMG: **FY15/16-098**

Department: **DETENTION CENTER**

Vendor: **TRANE**

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. **The HVAC Unit(s) that control male/female intake, master control, G-Pod (women's housing unit) and Delta Pod (general housing unit), became inoperable. It was determined by the technician that this is due to wear and tear on the aged equipment.**
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): **If there is no air conditioning within the housing units, this may cause the detainees to become uncomfortable and/or upset, causing them to act irrationally towards each other and/or staff, placing staff and other inmates in an unsafe environment.**
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 age of the equipment, weather, etc., resulted in normal wear and tear.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **The selected vendor is responsible and has inspected our units previously.**

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

06/28/2016

Date

County Manager

06/28/2016

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 06/28/2016