

Emergency Justification Form

Requisition #: REQ17000755 Date: 12/7/2016 Amount of Purchase: \$3,000.00 EMG: FY16/17-044

Department: DETENTION CENTER Vendor: ASSAIGAI ANALYTICAL LABORATORIES

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. **Signs of mole forming throughout the facility housing units were discovered. Situation was caused by facility ventilation and moisture entering thru exterior wall.**
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): **Mold within the housing area can lead to severe health problems to both inmates and staff if not addressed immediately. Damages can also occur to the building causing more severe damages which can lead to a significant expense.**
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 undetectable. Mold growth cannot be foreseen.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Two vendors were called to the facility to assess the situation. Quotes were provided immediately. The lower vendor was selected.**

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 12/07/16  
Date

\_\_\_\_\_  
County Manager 12/07/16  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_ Date: 12/07/16  
Finance Department