

Emergency Justification Form

Requisition #: REQ17000809 Date: 12/20/2016 Amount of Purchase: \$1,213.39 EMG: FY16/17-049

Department: MAINTENANCE Vendor: SIMPLEX GRINNELL

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 Public Service Solid Waste Building dry sprinkler system has developed a leak from a cracked valve due to a frozen line.**
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): **Interruption in fire protection due to a non-operational sprinkler system which would create a life safety issue.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Emergency issues happen without notice, heating systems malfunction, water lines freeze, etc.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **This vendor was selected because they handle the fire system inspections. Due to the extreme urgency of the situation and because of our prior relationship, this vendor was the quickest to respond.**

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

12/21/16
Date

County Manager

12/21/16
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 12/22/16