

Emergency Justification Form

Requisition #: REQ17000935 Date: 1/27/2017 Amount of Purchase: \$1,000.00 EMG: FY16/17-056

Department: DETENTION CENTER Vendor: A&B LAUNDRY

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. **Female Housing Unit Dryer became inoperable. Cause of situation is normal daily use, causing wear and tear to the equipment. Due to this cause is unforeseen.**
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): **Inmate clothing cannot be laundered, possibly causing a health risk and/or possible lawsuit to the facility.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Inmate hygiene is essential and must be provided properly to avoid any disruptions from inmates.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor is knowledgeable of the facility equipment and very reliable to our needs.**

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 1/27/2017
Date

County Manager 1/30/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____ Date: 1/31/2017
Finance Department