

Emergency Justification Form

Requisition #: REQ1701374

Date: 5/9/2017

Amount of Purchase: \$225.07

EMG: FY16/17-073

Department: DETENTION CENTER

Vendor: JCG PLUMBING

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. **Housing area flush meters became inoperable. The inmates' toilet was unable to flush. Cause for this situation is old equipment-normal wear and tear.**
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): **Inoperable toilet is unsanitary and can cause health issues to inmates and staff.**
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 considered an emergency and must be addressed immediately. We cannot allow inmates to live in unsanitary conditions.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **At the time the selected vendor was on contract, as well as reliable and responsive to facility.**

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

5/17/2017
Date

County Manager

5/19/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 5/22/2017