

Emergency Justification Form

Requisition #: REQ18000033 Date: 7/10/2017 Amount of Purchase: \$799.92 EMG: FY17/18-002

Department: MAINTENANCE

Vendor: AMERICAN FIRE PROTECTION

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 Health Building fire protection systems back flow preventer has malfunction discharging water.**
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): **Possible interruption in the fire protection system due to the loss of water pressure, could create life and safety issues.**
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, equipment failure, city working on water lines 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 urgency of the situation and because of their knowledge of the equipment 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

7/11/2017
Date

County Manager

7/11/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 7/12/2017

Emergency #: _____