

Emergency Justification Form

Requisition #: REQ1801290

Date: 5/25/18

Amount of Purchase: \$455.26

EMG: FY17/18-107

Department: MAINTENANCE

Vendor: TRANE

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 District Attorney building cooling system is not operating. The system cannot maintain the proper pressure to run the cooling system.**
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): **Due to the cooling systems pressure failure a possible safety issue could result.**
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, parts deteriorate, seals leak, etc.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **This vendor has worked with the county previously and was the first 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

5/25/18

Date

\_\_\_\_\_  
County Manager

5/25/18

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_  
Finance Department

Date: 5/29/18

Emergency #: 107