

Emergency Justification Form

Requisition #: REQ2200216

Date: 8/4/21

Amount of Purchase: \$854.16

EMG: FY2022017

Department: Maintenance

Vendor: Dominguez Carpet One

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. **There are several areas of carpet at the District Court Building where the carpet has separated from the floor, causing areas of carpet to bubble.**
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 daily functions, and is a definite safety issue to staff and the general public.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **The carpet is in high traffic areas, subjected to constant wear.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **The vendor was 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

8/4/21

Date

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

8/4/21

Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 8/5/21

Emergency #: FY 2122-017