

Emergency Justification Form

Requisition #: REQ2200279

Date: 8/17/21

Amount of Purchase: \$600.00

EMG: FY20220024

Department: Maintenance

Vendor: Commercial Roofing

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 still several active roof leaks in the ceiling of the District Attorney Building affecting two offices, and several leaks in the hallway.**
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 the daily work routine of the attorney's and support 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: **The roofing system is extremely old; the membrane is beginning to crack. The membrane is covered with rock making it difficult to determine where the leaks may begin.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **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

8/17/21
Date

County Manager

8/18/21
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 8/18/21

Emergency #: FY 2122-024