

Emergency Justification Form

Requisition #: REQ2200401

Date: 9/27/21

Amount of Purchase: \$600.00

EMG: FY2022035

Department: Public Works

Vendor: Roybal's Septic and Portable Toilet

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. **San Miguel County has Solid Waste Convenience Centers that require maintenance of portable toilets.**
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): **Unsafe and unsanitary conditions were existing for employees at Convenience Centers.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Due to service, normal maintenance was not scheduled.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Roybal's Septic and Portable Toilet is the current vendor used for San Miguel County for Public Works.**

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

9/27/21

Date

County Manager

9/28/21

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 9/28/21

Emergency #: FY 2122-035