

Emergency Justification Form

Requisition #: REQ2100915

Date: 4/7/21

Amount of Purchase: \$4392.00

EMG: FY20210054

Department: Maintenance

Vendor: Kone Elevator

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. **Every five years elevators are required to have a five year full load test preformed.**
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): **Tests are to ensure the safeties, governor and brakes are working properly, preventing possible health safety issues to the general public and employees and reducing insurance claim risk.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **These tests are only conducted every five years.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Kone Elevator conducts a quarterly maintenance agreement with San Miguel County, Agreement page 5 under Operations states "Purchaser shall not permit anyone other than Kone to make repairs, additions, modifications, upgrades or adjustments to the equipment. (See Attached Agreement)**

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

4/8/21
Date

County Manager

4/12/21
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:
Date: 4/12/21

Emergency #: FY 2021-054