

Emergency Justification Form

Requisition #: REQ2200557

Date: 11/18/21

Amount of Purchase: \$487.78

EMG: FY2200054

Department: Maintenance

Vendor: First Call Cleaning & Restoration

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 2nd floor toilet overflowed soaking the bathroom floor and carpet in the HR office.
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 amount of water saturating the HR office area carpet, water extraction is needed along with applying disinfectant and sanitizer, also a dehumidifier was used to pull moisture from the air and walls.
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.
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

11/18/21

Date

County Manager

11/19/21

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 11/19/21

Emergency #: FY 2122-054