

Emergency Justification Form

Requisition #: REQ2200660

Date: 1/3/21

Amount of Purchase: \$731.67

EMG: FY2200061

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's Building affecting one supply area and receptionist area.**
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. A definite health and safety issue.**
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 with the membrane beginning to crack. The membrane is covered with rock making it difficult to determine where leaks may begin.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **The vendor has worked with the county previously and is 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

1/3/21
Date

County Manager

1/3/21
Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____ Finance Department	Date: <u>1/3/21</u>
Emergency #: <u>FY 2122-061</u>	