

Emergency Justification Form

Date: 01/14/2022
Vendor: Kone Elevator

Department: Maintenance
Amount of Purchase: \$1,921.62

Requisition # 2200699

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 passenger elevator is not responding properly when call buttons are activated.

- 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):

The elevator is not responding properly creating possible safety issues to the general public and employees.

- 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, parts deteriorate, systems fail.

- 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."

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: [Signature]
Elected Official/Department Supervisor

1/14/22
Date

[Signature]
County Manager

1-19-22
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: _____

Emergency #: FY 21/22 - 063