

Emergency Justification Form

Requisition #: REQ2101066

Date: 5/24/21

Amount of Purchase: \$532.22

EMG: FY2021063

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 is an active roof leak in the ceiling of the Public Works Building.**
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 daily work routine of the Public Works staff. A definite health and safety hazard.**
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 pro panel, during time fasteners will loosen; calking will fail.**
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

5/24/21

Date

County Manager

5/24/21

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 5/24/21

Emergency #: FY 2021-063