

Emergency Justification Form

Requisition #: REQ1800413 Date: 10/3/2017 Amount of Purchase: \$204.87 EMG: FY17/18-038

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. **Rain water has speeded through the walls of the County Annex Building soaking the carpet which is emitting an acrid order.**
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 unknown nature of the acrid order, there is a possibility of respiratory and/or sinus irritation. This could result in a life and safety health 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: **Emergency issues happen without notice, unknown factors, prior floor condition, etc.**
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

10/5/2017
Date

County Manager

10/5/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 10/6/2017

Emergency #: 038