

Emergency Justification Form

Requisition #: REQ1800519 Date: 11/02/2017 Amount of Purchase: \$352.79 EMG: FY17/18-047

Department: MAINTENANCE Vendor: LEO'S GLASS & GLAZING SERVICE, LLC

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 south entrance to the San Miguel County Administration Complex was swung open too far hitting the card reader casing two panes of glass to break.**
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 broken glass presents a danger to the general public and county 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: **Some needs cannot be anticipated, accidents happen without notice.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor selection is random. Leo's Glass & Glazing was selected because they were 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

11/2/2017
Date

County Manager

11/6/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 11/2/2017

Emergency #: 047