Emergency Justification Form

Requisition #: REQ1800631 **Date: 11/21/2017** **Amount of Purchase: $348.71** **EMG: FY17/18-056**

Department: MAINTENANCE **Vendor: JCG PLUMBING**

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 plumbing system for the Administration Building has a main sewer blockage which is spewing large amounts of contaminated water onto the first floor hallways and three bathroom floors.**

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 contaminated water and its offensive order, a possible life and safety issue to the general public and county staff is possible.**

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, seals leak, 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:

_____ 11/21/2017
Elected Official/Department Supervisor Date

_____ 11/22/2017
County Manager Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____ Date: 11/22/2017
Finance Department

Emergency #: **056**