

Emergency Justification Form

Date: 06/28/2024

Department: 101

Requisition #: 2401513

Vendor: Paul Davis Restoration

Amount of Purchase: \$249,187.77

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.

Flooding due to the Hermits Peak Calf Canyon Fire destroyed the entire Public Health facility.

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):

Public Health will not be able to provide services to our community.

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

Both the clean-up and restoration needed to happen right away as it is an essential building.

4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):

Paul Davis was able to provide the services we needed right away.

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

Date

Signature for Jay Ansley
County Manager

06/28/2024
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____

Kathleen Say
Finance Department

Date: _____

06/28/24

Emergency #: _____

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