

Emergency Justification Form

Requisition #: MNT-18

Date: 8/21/2013

Amount: \$729.42

Department: Public Works

Vendor: Lopez Roofing

EMG: FY1314-005

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.

Water leak at the District Attorney's Office due to torn roof membrane. Potential of damage to furniture.

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):

Water damage to roof and or other property to building, including possible damage to furniture computers, etc.

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

Water leak occurred due to a server storm which was not anticipated thus causing damage to the roof.

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

Goodrich Roofing was contacted from Albuquerque and could not be in to do the work for 3 business days. Lopes roofing was then contacted and were also available within the hour to dispatch staff to make the necessary repairs.

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:

_____/s/_____
Elected Official/Department Supervisor

Date

_____/s/_____
County Manager

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 8/28/2013