

Emergency Justification Form

Requisition #: MNT-59

Date: 3/14/14

Amount: \$1,500.00

Department: PW

Vendor: Assagai Analytical Lavtories

EMG: FY1314-46

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.

Air quality has to be tested due to complaints from the County Assessors employees. Valve in the boiler room is broken causing steam to travel through vents up to the office.

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):

Health, safety and welfare of Public Health employee and residents.

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

Need immediately and only vendor that can go out to the site.

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

Air has to be tested for contamination and vendor has done previous testing on other County buildings.

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 3/14/2014

_____/s/_____
County Manager

Date 3/14/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 3/14/14