

Emergency Justification Form

Requisition #: MNT-60

Date: 3/21/14

Amount: \$4,972.69

Department: PW

Vendor: Williams Restoration

EMG: FY1314-48

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.

Odor in the County Court house was reported on making employees ill and odor needs to be filtered out using air scrubbers to clean and clear/filter the air inside the County Administrative Complex.

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):

Needed in order to protect the health, safety and welfare of County Employees and Residents utilizing this building.

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

This needs to be done immediately based on the Emergency situation the County Administrative Complex Employees are in due to the unrecognizable air-contamination inside the building causing possible health issues to employees in the County Assessor's office.

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

Williamson has done previous work at the County Public Health Office that was based on a similar situation as the County Administrative Complex, this company is certified and licensed to perform the needed emergency services in order to have the County Assessor's Staff move back into their office to conduct normal business.

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 3/21/2014

_____/s/_____
County Manager Date 3/21/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department Date: 3/21/2014