

**Emergency Justification Form**

**Requisition #: MNT-61**

**Date: 3/24/14**

**Amount: \$1.500**

**Department: PW**

**Vendor: Havona Environment**

**EMG: FY1314-49**

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 the county employees 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:

**Havona Environmental is a neutral party to Assagai and Williamson Restoration and will provide result with recommendations on the necessary follow up to the ongoing air issue at the County Court House Administrative Complex.**

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

**Testing of air based on air scrubbing that took place over the weekend. Results of air sampling will be submitted with a report on the necessary follow up by San Miguel County.**

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 3/24/2014

\_\_\_\_\_/s/\_\_\_\_\_  
County Manager

\_\_\_\_\_  
Date 3/24/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_/s/\_\_\_\_\_  
Finance Department

Date: 3/24/2014