Emergency Justification Form

Requisition #: MNT-16 **Date: 8/4/14** **Amount: $1,500(estimated)**

Department: PW **Vendor: Havona Environmental** **EMG: FY1415-005**

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.

Moisture in the County Administration basement, air sampling needs to be tested.

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:

Havana Environmental is a neutral party to Assagai & Williamson Restoration and will provide results with recommendations on the necessary follow up to the ongoing air issue at the County Courthouse Administrative Complex.

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

Testing 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/_____ _____8/4/2014_____
Elected Official/Department Supervisor Date

_____/s/_____ _____8/4/2014_____
County Manager Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____ Date: __8/05/2014 _____
Finance Department