

Emergency Justification Form

Requisition #: MNT-22

Date: 9/18/2014

Amount: \$4,000.00

Department: Public Works

Vendor: Williamson Restoration

EMG: FY1415-013

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. Carpets need to be steam cleaned and office needs to be disinfected in the County Assessors.

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 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:

This needs to be done immediately and only vendor that can come out to the building.

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

Williamson has done previous tests to the County buildings and can address the situation.

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 9/18/2014

_____/s/_____
County Manager

Date 9/18/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 9/19/2014