

Emergency Justification Form

Requisition #: MNT-31

Date: 10/17/2014

Amount: \$181.85

Department: Public Works

Vendor: Franken Construction

EMG: FY1415-026

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.

Water leak at the Public Health Office needs to be repaired before causing more damage.

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):

General safety and welfare of county property

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

Water leak occurred due to severe rainfalls causing damage to roof. Repairs need to be fixed immediately and vendor can come out to repair them.

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

Franken was called by Williamson Restoration in an emergency to repair roof that was causing damage to the building and also causing mold, which Williamson addressed that matter.

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 10/3/14

_____/s/_____
County Manager

Date 10/6/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 10/17/2014