

Emergency Justification Form

Requisition #: MNT-36

Date: 11/10/2014

Amount: \$1,500

Department: PW

Vendor: JCG Plumbing

EMG: FY1415-029

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.

Need to repair a water line leak at the County Administration and District Attorney's Parking Lot.

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:

Water is leaking into road, JCG Plumbing has done previous jobs throughout the County and also have been on contract for emergencies such as this one. It is urgent to get this water leak repaired as soon as possible so that the damage to the building does not occur.

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

JCG can respond to this emergency immediately and will be there this morning.

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 11/10/14

_____/s/_____
County Manager

Date 11/10/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 11/12/2014