Emergency Justification Form

Requisition #: PW-107   **Date: 12/19/2014**   Amount: **$20,760.56**

Department: PW   **Vendor: Franken Construction**   EMG: **FY1415-034**

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. **Work needed in order to get the staff located back to their office. They are currently housed in a temporary office, causing hardship for the staff along with the public for services through this office. An Environmental Review has some recommendations for corrective measures which we will contract with Franken in order to be able to move the staff back to their offices as soon as possible. Staff has been out for approximately three months, which is long overdue.**

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 and employees.

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:
   Based on the current situation and the urgency to get the staff back into their assigned areas, Franken Construction is the only local contractor who can fulfill the job needed.

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

Franken was the Contractor who renovated this building several years ago and is not only aware of the layout of the building but was recommended by Brad Turk to get the job done.

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/_____   _____12/19/2014_____
Elected Official/Department Supervisor   Date

_____/s/_____   _____12/19/2014_____
County Manager   Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____   Date: __12/19/2014 _____
                      Finance Department