

Emergency Justification Form

Requisition #: MNT-50

Date: 1/13/2015

Amount: \$1,000.00

Department: PW

Vendor: Williamson Restoration

EMG: FY1415-037

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 Building. Water needs to be removed.

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 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.

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

Williamson has done previous work to the County buildings and can address the situation immediately before mold starts to grow.

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 1/7/2015

_____/s/_____
County Manager

Date 1/12/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 1/13/2015