

Emergency Justification Form

Requisition #: PW-121

Date: 1/29/2015

Amount: \$424.06

Department: PW

Vendor: Overhead Doors

EMG: FY1415-041

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.

Solid Waste doors were broken and could have fallen at any time if not fixed and injured employee or residents occupying the facility.

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:

Need immediately and only vendor who was able to fix the doors.

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

Overhead Doors are the company who installed the doors and the only company that can come out and repair the doors.

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 1/29/2015

_____/s/_____
County Manager

Date 1/29/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 1/30/2015