

Emergency Justification Form

Requisition #: PW-138

Date: 3/18/2015

Amount: \$15,614.45

Department: Public Works

Vendor: Environmental Building Science

EMG: FY1415-054

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.

We continue with the issue of a smell and environmental safety issues at the Assessors Office. Work performed will be testing in order to see if we can determine a solution to there going problem at these offices.

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 the employees and citizens.

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 is an ongoing problem with employee's feeling ill due to the smell in the Assessor's Office. It is urgent we find a solution to this problem so we can correct this matter.

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

Assagi Labs and Havona Environmental have both been hired to help determine the problem inside these offices. Environmental Building Sciences will perform additional testing and hopefully determine the problem with the the Assessors Office.

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 3/18/2015

_____/s/_____
County Manager

Date 3/18/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 3/19/2015