

Emergency Justification Form

Requisition #: CM-88

Date: 4/23/2015

Amount: \$10,814.58

Department: County Manager Vendor: Franken Construction

EMG: FY1415-070

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.

Air and water quality concerns in the Assessor's Office based on waster puddling on the floor and the break room of the Assessor's Office as well as ceiling tiles on the floor and an intense foul order.

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):

Operational work setting is not conducive to a safe work place to include the concerns of air quality issues in the Assessor's Office.

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

It was discovered the break room was damaged and a strong must odor prevailed throughout the 1st floor, primarily in the Assessor's Office.

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

Franken Construction was called to check out the situation. I asked that they identify the problem and do what is needed to repair the problem. Franken is the contractor who remodeled the county courthouse a few years back.

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 5/11/2015

_____/s/_____
County Manager

Date 5/11/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 5/11/2015