

Emergency Justification Form

Requisition #: CM-91

Date: 6/1/2015

Amount: \$1,298.25

Department: County Manager's Office Vendor: Edelweiss

EMG: FY1415-076

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.

The Air Quality Issue in the Assessor's Office has returned and is causing concern for the health and well being of those County employees who work in the Assessor's Office as well as those constituents who need to go into the office for information and documentation.

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):

If not addressed, the County could face paying sick leave for those employees who could become ill from working in said office, constituents could become ill as well which could possibly lead to other types of claims being paid by the County.

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

After the last cleaning, it was hoped the issue had been resolved. However, it had not and is still a cause of concern for the health and well being of staff and constituents alike.

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

This particular vendor was selected based on a recommendation from Brad Turk who has been working for some time with the County in the efforts to eliminate the issue within the Assessor's Office. After a lengthy discussion with staff from Edelweiss it was determined that this could possibly be the solution to the issue and the process could be completed quickly and with little to no disruption to the day to day operations of the County Offices.

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 6/1/2015

_____/s/_____
County Manager

Date 6/1/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 6/1/2015