

Emergency Justification Form

Requisition #: SW-020

Date: 9/16/15

Amount: \$95.58

Department: Public Services Operations Vendor: Roybal's Septic

EMG: FY15/16-028

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. **Porta Potty's at Bernal and Ilfeld Collection Center sites are overflowing due to use by construction workers.**
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 Hazard, bio hazard toxic to employees and public.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **The situation was unforeseen and uncontrollable, the situation called for immediate attention.**

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

The Public Services Department/ Solid Waste has received past services for Porta Potty/Maintenance from the said vendor. However, the purchase order was closed so PW in the process of requesting quotes for the services for the remainder of the year.

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

_____9/16/2015_____
Date

_____/s/_____
County Manager

_____9/16/2015_____
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 9/16/2015