

Emergency Justification Form

Requisition #: CM-052

Date: 12/08/2015

Amount of Purchase: \$3000.00

EMG: FY15/16-048

Department: COUNTY MANAGER'S OFFICE

Vendor: ENVIRONMENTAL BUILDING SCIENCES

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. Due to recent health concerns regarding the air quality in the Assessor's Office, San Miguel County had work done by Mr. Brad Turk of Environmental Building Sciences to determine the best course of action when it comes to addressing these concerns. More recently, the same concerns have been raised by those employees in the Treasurer's Office. Being that Mr. Turk is familiar with the issues and the building, he was contacted to perform the work needed to again determine the best course of action.
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): The work was to be done in a pro-active attempt to negate any potential issues that could arise concerning employee health which could lead to prolonged absence from work or closing of offices should the issue continue.
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: Being that the health and welfare of San Miguel County employees and the general public could be affected, it was determined the matter needed to be addressed immediately.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Mr. Brad Turk of Environmental Building Sciences, Inc. performed similar work in the Assessor's Office. He has working knowledge of the Administrative Complex building itself and the issues in the Assessor's Office which could allow him to determine the cause or the best course of action in a more timely manner.

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:

Elected Official/Department Supervisor

Date

County Manager

12/09/2015
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 12/09/2015