

Emergency Justification Form

Requisition #: PZ-089

Date: 03/08/2016

Amount of Purchase: \$100.00

Department: P&Z/MAINTENANCE

Vendor: FIRST CALL CARPET CLEANING

EMG: FY15/16-070

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. Liquid waste spilled from ceiling area onto carpet during repair of sewer pipes. Carpet needs to be cleaned and sanitized to remove odor and bacteria.
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): Risk of exposure to liquid waste bacteria is very much possible.
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: Effort was made to cover area with drop clothes, however, the liquid waste spilled onto carpet as old pipe was being removed.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Method used to contact vendors was by telephone call.

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

03/08/2016  
Date

\_\_\_\_\_  
County Manager

03/09/2016  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_  
Finance Department

Date: 03/17/2016