

Emergency Justification Form

Requisition #: PZ-096

Date: 03/22/2016

Amount of Purchase: \$227.33

Department: P&Z/MAINTENANCE

Vendor: FIRST CALL CARPET CLEANING

EMG: FY15/16-074

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. District Court restroom urinal overflowed and flooded restroom and adjoining carpet area soaking the carpet with water. The water needed to be removed and the carpet disinfected quickly to avoid odor problems and possible damage to the carpet. First Call Carpet was contacted and was able to respond within the hour of being contacted.
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): Damage to carpet may have occurred if the carpet had not been properly cleaned. In addition, there was Court in session and access by the public and District Court staff to the area of the restroom and the wet carpet was compromised.
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: An overflowing urinal could not be anticipated.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): First Call Carpet was called and the vendor indicated that he could be at the location within an hour. So this vendor was used as the problem needed to be corrected quickly.

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

03/23/2016
Date

County Manager

03/24/2016
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 03/25/2016