

Emergency Justification Form

Requisition #: PZ-103

Date: 04/04/2016

Amount of Purchase: \$164.13

Department: P&Z/MAINTENANCE

Vendor: FIRST CALL CARPET CLEANING

EMG: FY15/16-077

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. **Flooding in the second floor of the District Court Building men's bathroom saturated the carpet area. Flooding was the result of uncapped sewer lines inside the wall. The carpet needed to be cleaned and sanitized so that stain and odor would not result.**
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): **There was concern of possible damage to the soaked carpet and a concern in regard to smell of sewage water on the carpet as well as stain.**
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 uncapped sewer lines are not visible because they are inside the wall. Water pressure was increased by City Water Department due to ongoing leaks in the City System, which caused water to exit the uncapped lines.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **This vendor was called first and indicated that he could respond immediately.**

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

04/05/2016

Date

County Manager

04/06/2016

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 04/12/2016