

Emergency Justification Form

Requisition #: REQ17000444 Date: 09/27/2016 Amount of Purchase: \$439.00 EMG: FY16/17-028

Department: MAINTENANCE Vendor: COMMERCIAL ROOFING

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. **There was a roof leak in the ceiling of court room #2 at the District Court Bldg. Carlisle SynTec holds the warranty for the roof. They contacted Lopez Roofing who in turn refused to do the work. Carlisle Roofing then contacted Commercial Roofing who agreed to do the work.**
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): **Possible interruption in the judicial process.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **There is a 15 year warranty for the roof at the District Court, which requires Carlisle SynTec to award the contract.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **The vendor was selected by Carlisle SynTec who is responsible for the warranty.**

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

09/27/2016  
Date

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

09/30/2016  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 10/03/2016