

Emergency Justification Form

Requisition #: REQ17001039      Date: 2/15/2016      Amount of Purchase: \$1,500.00      EMG: FY16/17-060

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 is an active roof leak in the ceiling of the District Attorney Building. The leak is in the stairwell leading to the basement office area. Due to the large surface of the roof we are experiencing a large amount of water that is saturating the area.**
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): **Interruption in the daily work routine of the attorney's and support staff. A definite health and safety issue.**
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 roofing system is extremely old the membrane is beginning to crack. The membrane is covered with rock making it difficult to determine where leaks may begin.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **This vendor has worked with the county previously and is the first to respond.**

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

2/15/2017  
Date

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

2/16/2017  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 2/16/2017