

Emergency Justification Form

Requisition #: PW-44

Date: 10/2/2013

Amount: \$12,355.92

Department: Public Works

Vendor: Franken

EMG: FY1314-012

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.

The heavy rains in September created a moisture problem in the basement, which caused an odor problem in the County Assessor's office. This problem caused the County Manager and Assessor to decide to remove the employees from their offices immediately. The concerns of smell and reports of irritating eyes and headaches the week of September 16, 2013 caused us to act in this manner. The county acquired serves of Assaigai Analytical Laboratories, Inc. to come in and test for mold and provide recommendations. This work was completed on September 24, 2013. Results of these tests were reported on September 30, 2013. The conclusions indicate the smell affecting all was the result of a musty odor developed from the high moisture and mold content in the building. The recommendation was to remove the stored items in the basement, remove the wood shelves, paneling and wood floors. These items were identified as hosting mold. Removal and disposal of these items should be completed with persons who are capable and equipped to handle this material. Continued storage of items in the basement required to be stored shall be stored in a different location and stored on metal shelving. It is recommended action is taken immediately and the basement is free of moisture and storage of items in the basement area is discontinued then this problem should be eliminated.

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):

Based on these conclusions and recommendations and the need to make the work environment comfortable and the need to move the employees of the Assessor's Office back into their office, it is necessary to obtain removal services and construction services immediately to complete this work and return these employees to a clean office setting.

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

Based on the health/safety of employees, immediate action needed to take place.

4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):

Company capable of handling this type of material and disposing of this type of material.

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:

_____/s/_____
Elected Official/Department Supervisor

Date _____

_____/s/_____
County Manager

Date _____

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: __10/2/2013____

