

Emergency Justification Form

Requisition #: PW-63

Date: 9/26/2014

Amount: \$52,770.75

Department: Public Works Vendor: Rocky Road

EMG: FY1415-017

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 occurred on CR B30B @ MM 1.1 thus causing additional damage to the County Road. Needs repair so cars can get in and out safely. School buses also use this road for transporting of the school kids.

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):

General safety and welfare of county residents.

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

Rocky Road is going to be the contractor for the various county road project. Only contractor that can get this job done immediately. Other contractors called were Hay's Plumbing and Heating and EP Construction. Both contractors are not available at this time.

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

Road need to be repaired as soon as possible and Rocky Road has the material to repair these roads.

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 9/26/2014

_____/s/_____
County Manager

Date 9/26/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 9/26/2014