

Emergency Justification Form

Requisition #: MNT-27

Date: 9/30/2014

Amount: \$1,560.99

Department: Public Works Vendor: Ron's Flooring

EMG: FY1415-019

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.

Replace torn carpet at the Section 8 Building for emergency move of the County Assessors Office to this building in order for staff to continue testing the current "must" odor at the County Assessors Office. Staff is being moved as a cautionary measure due to itchy skin, dry lips, chest pains, etc. Business at the Assessor's Office must continue and staff are being moved so that the operation of the office is conducted.

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):

Safety and welfare of county employees and 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:

This needs to be done immediately. Ron's Flooring was the only vendor that can come out to the building and replace the carpet within the limited short notice given.

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

Ron's Flooring has material and can get job done immediately in order to have staff occupy the necessary space.

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 9/30/2014

_____/s/_____
County Manager

Date 9/30/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 9/30/2014