

Emergency Justification Form

Requisition #: REQ17000786 Date: 12/19/2016 Amount of Purchase: \$188.03 EMG: FY16/17-048

Department: MAINTENANCE Vendor: GREER'S REPAIR & WELDING

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 power outage affecting the County Administration Building and the outlining areas. The building generator did not start, effecting all electrical powered equipment including heating, pumps, domestic hot water and lighting.**
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): **Not knowing the severity of the outage, possible safety concerns were an issue and the interruption in heating of the building.**
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 was no active maintenance program to our knowledge in effect.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **This vendor was selected because of the contractual agreement between the Public Service Department and the vendor. Due to the urgency of the situation and because of our prior relationship this vendor was the quickest 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

12/19/16
Date

County Manager

12/19/16
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 12/21/16