

Emergency Justification Form

Requisition #: REQ1800680      Date: 12/7/2017      Amount of Purchase: \$1,500.00      EMG: FY17/18-060

Department: MAINTENANCE      Vendor: JCG PLUMBING

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 plumbing system for the administration building has a main sewer blockage which is spewing large amounts of contaminated water onto the first floor hallway and three bathroom floors. This problem will continue until the main sewer is excavated and the sewer line is repaired. Excavation and repair has been scheduled for Wednesday, December 13, 2017 with JCG Plumbing.**
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): **Until the repair to the main sewer is completed there is a possibility of additional contaminated water spewing onto the first floor, this could present a possible life and safety issue to the general public and county staff.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Emergency issues happen without notices, parts deteriorate, seals leak, conflict in schedules etc.**
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 was 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

12/7/2017  
Date

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

12/8/2017  
Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____	Date: <u>12/8/2017</u>
Finance Department	
Emergency #: <u>060</u>	