

Emergency Justification Form

Requisition #: REQ1800708 Date: 12/14/2017 Amount of Purchase: \$1,420.00 EMG: FY17/18-062

Department: MAINTENANCE Vendor: TRANE U.S. INC

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 heating system for one unit in the Planning and Zoning department is no longer working. It has been determined by Trane Building Services that the coil is blocked. The reason for the blockage is that no water treatment has ever been introduced into the system causing internal pipe corrosion. Once the water coil has been replaced a water treatment program will be implemented.**
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 replacement of the coil is complete and a water treatment program implemented the possibility of continued issues with the heating system will ensue.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Some issues happen without notice, parts deteriorate.**
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 12/14/2017
Date

County Manager 12/18/2017
Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____ Finance Department	Date: <u>12/18/2017</u>
Emergency #: <u>062</u>	