

Emergency Justification Form

Requisition #: REQ1900726

Date: 1/3/19

Amount of Purchase: \$5,000.00

EMG: FY18/19-026

Department: MAINTENACE

Vendor: MOORING USA RESTORATION

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 are active roof leaks in the ceiling, walls and window frame in the Public Health Building. The leaks are from ice building up along the roof valleys and drip edge of the building.**
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): **Interruption in the daily work routine of the Public Health staff and the risk with health and safety issue.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **It has been determined that the valley metal and the building drip edge were improperly installed allowing for ice to accumulate melting back into the building. There us no preventative contract for this building.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **This vendor is presently working with our insurance carrier and has replaced several county roof systems. This vendor 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

1/8/19  
Date

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

1/9/19  
Date

Approved By: \_\_\_\_\_  
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 1/14/19

Emergency #: 026