

Emergency Justification Form

Requisition #: REQ1801381 Date: 6/25/18 Amount of Purchase: \$1,500.00 EMG: FY17/18-116

Department: MAINTENANCE Vendor: TRANE

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 District Court Building roof top cooling system #1 is not operating. This system controls the second floor courtrooms and office area. This system has been reset three times within the last five working days. The systems diagnostics indicates a problem with the compressor circuit, dirty filters and emergency shut downs. Additional problems may exist with the auxiliary relay switch.**
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): **Due to the cooling systems failure to supply cool air to the second floor an issue with public health and safety could occur.**
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 notice, parts deteriorate, seals leak, systems malfunction, etc.**
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 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 6/26/18
Date

County Manager 6/26/18
Date

Approved By: _____ FINANCE DEPARTMENT USE ONLY: Date: 6/26/18
Finance Department

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