

Emergency Justification Form

Requisition #: REQ1901196 Date: 5/7/19 Amount of Purchase: \$20,547.90 EMG: FY18/19-047

Department: FIRE DEPT Vendor: RSEV, LLC-ERMS

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 purpose of this requisition is for San Ignacio. The Fire Station has mold due to a leaking roof. ERMS will remove and dispose of all wood paneling as well as dry wall need to be stripped down to the studs and the area decontaminated. They will also decontaminate any items in 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): **The San Ignacio Fire Station can't provide fire services and may impact the safety of the area.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Tried to get a local quote but the vendor did not show up to quote the building. ERMS is the one vendor that provided the station with a quote and is ready to start working on the building once we get a purchase order.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **ERMS is able and willing to provide the necessary services immediately.**

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 5/7/19
Date

County Manager 5/7/19
Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____	Date: <u>5/9/19</u>
Finance Department	
Emergency #: <u>047</u>	