

Emergency Justification Form

Requisition #: PW-52

Date: 10/18/13

Amount: \$39,937.50

Department: Public Works

Vendor: Rocky Road Const.

EMG: FY1314-019

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.

**Emergency road repairs based on the September 13, 2013 disaster declaration. Repairs to County roads in the western part of of the county. (Cabo Lucero and Camp Blue Haven)**

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):

**Gernal Safety and welfare of the public within San Miguel County as some of these roads are still impassible.**

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

**Damage to roads occurred because of heavy rainfall within the county.**

4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):

**SMC is contracting with 3 available contracts for the projects. Rocky rods is one of the 3 contractors. Hays plumbing and Xtreme Builders are the other 2.**

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:

\_\_\_\_\_/s/\_\_\_\_\_  
Elected Official/Department Supervisor

\_\_\_\_\_10/21/13\_\_\_\_\_  
Date

\_\_\_\_\_/s/\_\_\_\_\_  
County Manager

\_\_\_\_\_10/21/13\_\_\_\_\_  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_/s/\_\_\_\_\_  
Finance Department

Date: 10/21/2013