

Emergency Justification Form

Requisition #: SW-62

Date: 2/25/14

Amount: \$1,790.25

Department: PW

Vendor: Highlands Wrecker

EMG: FY1314-43

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 Kenworth hauling bear proof bins from Colorado to the PW Yard brok down on I-25 about 30 miles on this side or Pueblo Colorado. Smoething is wrong with the throttle that does not allow the truck to accelerate. The employee is out there waiting for the truck to be hauled back to the yard. We need to procure services of a tow company, Highlands Wreckers is the only local Wrecking Compay with a large enough truck to haul ours back to NM.

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):

Truck is in inoperable condition and must be towed in for the necessary repairs. We are having it towed into Las Vegas so we may decide on what necessary steps we need to take to get the truck fixed.

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

Unforseen breakdown of the truck occurred on the interstate

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

Highlands Wrecker Service is the only local Wrecking Service that has a large enough truck to haul our truck back to Las Vegas.

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

Date 2/25/14

_____/s/_____
County Manager

Date 2/25/14

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 3/4/14