

Emergency Justification Form

Requisition #: PW-129

Date: 4/18/14

Amount: \$5,000

Department: PW

Vendor: Rocky Road & Gravel

EMG: FY1314-61

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.

These roads need to be addressed we have had many complaints from residents that the roads are getting dangerous.

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):

General safety and welfare of county residents.

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

Roads need to be repaired as soon as possible it is dangerous for residents to utilize these roads.

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

There was an attempt to get a second quote from Sangre de Cristo, however they failed to provide one and Rocky Road and Sangre de Cristo are the only 2 vendors in town who have hot mix.

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 4/18/14

_____/s/_____
County Manager

Date 4/22/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 4/23/2014