

Emergency Justification Form

Requisition #: VFD-112

Date: 5/7/14

Amount: \$276.37

Department: Fire

Vendor: Wrecker Service

EMG: FY1314-67

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 command unit broke down on I25 while en route back from the EMT class. The chief had to have the unit towed back as they could not make it any further.

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 unit transmission failed and there was no way of getting it to run any further.

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

As a result of being broken down on the interstate the best solution is to get the unit towed as soon as possible. Highlands was the best services at the time of the breakdown and the price is the rate of towing as generalized under the rotation of wrecker services.

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

The vendor was contacted by the chief as he would have incurred costs from a wrecker from Santa Fe to the unit to the 339 and back to Santa Fe. The wrecker service selected would get the truck and bring it to the 339 which would eliminate road mile cost.

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 5/7/14

_____/s/_____
County Manager

Date 5/8/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 5/9/2014