

Emergency Justification Form

Requisition #: VFD-17

Date: 8/13/14

Amount: \$\$\$3,959.78

Department: Fire

Vendor: Summit Truck Group

EMG: FY1415-006

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 unit broke down while on a call on the interstate and the Pecos Canyon Fire Chief assisted in obtaining a repair shop that would take the unit in and repair it.

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 being down could cost the Fire Department thousands of dollars for not having apparatus to respond to fires. It also could save lives.

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

The unit broke down and it was not predictable. Therefore it had to be taken to a repair place that had the knowledge of fire apparatus.

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

It was an emergency need and Chief Roybal had already worked with the repair place in the past and he made contact with finance on the day of the break down.

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

_____8/12/2014_____
Date

_____/s/_____
County Manager

_____8/12/2014_____
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 8/13/2014