

Emergency Justification Form

Requisition #: PW-34

Date: 8/14/14

Amount: \$7,242

Department: Public Works

Vendor: Rocky Road

EMG: FY1415-007

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.

**Flooding occurred in Pecos thus causing additional damage to the County Road already declared a disaster in July 2014. Bar ditches are too steep and are very dangerous for the residents.**

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:

**PW contacted two other vendors but were unable to provide price quotes.**

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

**Roads needs to be repaired as soon as possible and Rocky Road has the material to repair these roads. We contacted two other local vendors who were non-responsive.**

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 8/14/2014

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

\_\_\_\_\_  
Date 8/14/2014

FINANCE DEPARTMENT USE ONLY:

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

Date: 8/14/2014