Emergency Justification Form

Requisition #: PW-35 **Date: 8/14/14** **Amount: $23,430**

Department: Public Works **Vendor: Rocky Road** **EMG: FY1415-008**

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 Trujillo CR-C51 thus causing additional damage to the County Road already declared a disaster in July 2014. Road needs repairs so bus driver can get in and out safely.

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/_____ _____8/14/2014_____
Elected Official/Department Supervisor Date

_____/s/_____ _____8/14/2014_____
County Manager Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____ Date: __8/14/2014 _____
Finance Department