

Emergency Justification Form

Requisition #: FS-19

Date: 9/9/2014

Amount: \$471.70

Department: Fire Department Vendor: Augie's Automotive

EMG: FY1415-011

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.

On a call on Friday night I picked up the green truck which was stationed at the Sheridan Fire Department. On the call a police officer stated that when I stopped he could hear a slight squeaking noise. I checked my truck and didn't see anything noticeable. Drove it forward a little and heard the squeaking sound. I pulled on my tire and actually noticed it felt loose. I checked the lug nuts and they were tight. I figured it was a loose bearing. I had my brother bring the trailer and I called mechanics and only Augies was available to check the truck on Saturday morning.

- 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):

I could not drive the truck further as it could have resulted in the actual loss of the wheel which could have been disastrous and very expensive.

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

This was not anticipated as the warning lights never came on and the bearing never made noise upon driving.

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

I contacted mechanics and most were not able to do repairs due to the holiday weekend. DAG had his mechanic on duty and he would not be able to do anything until Tuesday September 2, 2014. Las Vegas Diesel was closed and Augies said he could fix it if the county paid him timely.

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

_____9/2/2014_____
Date

_____/s/_____
County Manager

_____9/4/2014_____
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 9/9/2014

