

Emergency Justification Form

Requisition #: VFD-39

Date: 10/6/2014

Amount: \$1,136.13

Department: Fire Vendor: DAG

EMG: FY1415-023

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.

This purchase was made due to repairs needed on the unit which is the primary response vehicle for emergency incidents.

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):

If the unit is not serviced it will lead to major mechanical repairs that will cost many times more than just conducting a regular maintenance cycle.

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 service and repairs could not be anticipated as the unit started acting up as the computer is programmed to delay acceleration etc when certain things are not serviced regularly.

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

The department assumed that the contract the vendor has with the City was something we could use. However, we could not find the language in the contract that allows us to utilize the contract.

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 10/6/2014

_____/s/_____
County Manager

Date 10/6/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 10/7/2014