

Emergency Justification Form

Requisition #: VFD-43

Date: 11/05/2014

Amount: \$199.61

Department: Tecolote VFD

Vendor: Ruben's Septic

EMG: FY1415-028

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.

Tecolote Fire Chief called that their station had flooded with the sewage inside the building. There was water coming out of the floor drains which are tied to the septic holding tank. The overflow was due to past rain events which tend to seep into the tank as the drainage usually overflows to that area. The smell was very unpleasant and the tank needed to be pumped to facilitate the clean up.

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 pumping of the tank allowed the tank allowed them to clean the building to avoid health issue and ecoli bacteria. This would cost the department money and the health of the personnel.

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 holding tank is approximately 1,000 ballons and it usually lasts a while depending on rain amount and use. This issue occurred suddenly the tank was probably almost full and the toilet had been left stuck over a few days since they hold meetings once a week and had actually not been at the fire station since an accident call on Wednesday morning.

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

Tecolote selected the vendor based on the need and also the fact that the other vendor had their truck down and could not provide emergency services that day. The cost was reasonable.

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 11/05/14

_____/s/_____
County Manager

Date 11/07/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 11/10/2014