

Emergency Justification Form

Requisition #: FS-32

Date: 1/12/2015

Amount: \$1,095.97

Department: Fire

Vendor: Augies Automotive

EMG: FY1415-036

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.

The reason for this emergency purchase is the unit needs an oil change etc., and is also out of service due to an electrical issue that burns out the low beam headlights and turn signal. We solicited quotes from three vendors and only two submitted quotes one was only for partial work.

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 truck is currently due for regular oil change etc but is also having an electrical issue that can lead to further damages if not addressed which could cost a lot more in repairs of possible electrical fire.

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 needs for the electrical issue could not be anticipated as it occurred while running the emergency lights to assist with traffic control during an accident on I25.

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

We solicited quotes from DAG, Augies and Las Vegas Diesel, Augies submitted a complete quote and was the vendor selected.

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 1/8/2015

_____/s/_____
County Manager

Date 1/12/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 1/13/2015