

Emergency Justification Form

Requisition #: PW-128

Date: 2/20/15

Amount: \$14,984.69

Department: PW

Vendor: Bigsby Electric

EMG: FY1415-048

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.

Street lights along I-25 at the Bernal exit, the Romeroville Exit and in Camp Luna Cutoff within State Rd. 65 are not working and need to be replaced immediately for this is a safety issue.

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 employees

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

Bixby electric are on State Contract and was the vendor who came and did an assessment on getting these lights fixed immediately.

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

Bixby Electric was the vendor who came out to do the assessment on the light repairs and submitted an estiamer to get lights repaired. This is an emergency and needs to be addressed.

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

_____2/20/2015_____
Date

_____/s/_____
County Manager

_____2/26/2015_____
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 2/26/2015