

Emergency Justification Form

Requisition #: SO-78

Date: 4/1/2015

Amount: \$577.8

Department: Sheriff Vendor: Bozo Garage & Wrecker Service

EMG: FY1415-059

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.

Deputy Vigil's patrol unit broke down during a transport from Roswell, NM. The prisoner was also in the vehicle at the time the unit broke down. Deputy Vigil, the prisoner and the unit needed to be picked up immediately to ensure that there was no damage or vandalism to the patrol unit while it was parked on the side of the highway roughly 2 hours away from San Miguel County.

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 unit could have possibly been damaged, stolen, or vandalized had it not been immediately picked up from where it had broke down.

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 unit broke down unexpectedly during a transport and was not anticipated in any manner.

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

The selected vendor was the closest tow service and was next on rotation for the on-call tow services utilized by NM State Police Dispatch.

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

_____4/1/2015_____
Date

_____/s/_____
County Manager

_____4/1/2015_____
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 4/3/2015 _____