

Emergency Justification Form

Requisition #: VFD-93 Date: 4/2/2015

Amount: \$1,923.01

Department: Fire Vendor: Pete's Equipment

EMG: FY1415-060

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 purchase is apart of the original repair that Pete's Equipment was hired for. There were items they had to order for the completion of the repairs but we could not extend the PO. The vendor received the parts and finalized the repairs.**

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 repairs were not complete the unit would not be road ready. Having the unit down limits the water availability for the fire service and will cost substantially if a home or life is lost for the limited water availability.**

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 needed repairs were part of the original repair required, however the parts had to be ordered so we put on the receiving report when submitted partial payment.**

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

**The vendor had been the lowest quote under the EMV certification and also holds a state contract for repairs.**

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 4/2/2015

\_\_\_\_\_/s/\_\_\_\_\_  
County Manager

\_\_\_\_\_  
Date 4/6/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_/s/\_\_\_\_\_  
Finance Department

Date: 4/6/2015