

Emergency Justification Form

Requisition #: VFD-94 Date: 4/3/2015

Amount: \$183.1

Department: Fire Vendor: Chalmers Ford

EMG: FY1415-061

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 unit was taken in for a recall and the vendor noticed it had not been serviced as recommended by the manufacture. This is part of San Miguel County Policy also.**

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):

**Servicing a truck regularly prolongs engine life and saves money in the long term due to costly repairs for failing to do regular preventative maintenance.**

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 on that day were not recognized by the fire chief as he had only taken it in for a recall and was planning to get a service identified soon thereafter.**

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

**The reason why it was recommend by the service provider who is certified ford vendor and the unit was already on the racks for repairs to a recall. It was the easiest and fastest way to get this done and also to meet the manufactures recommended service.**

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 4/3/2015

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

\_\_\_\_\_  
Date 4/7/2015

FINANCE DEPARTMENT USE ONLY:

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

Date: 4/7/2015