

Emergency Justification Form

Requisition #: VFD-108

Date: 4/23/2015

Amount: \$773.57

Department: Fire

Vendor: Pete's Equipment

EMG: FY1415-067

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.

Tecolote was on a fire call on the interstate and were running the pump from the engine and the bottom started spraying water. The pump pressure was also affected and it is critical to repair as this is the main engine for structure fires. They did have two units on the fire scene.

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 risk is loss of property as it stands the engine is not capable of complying with water volume with the leak and also without it there is no structure fire response capable engine in the Tecolote District. The repairs needs are immediate.

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 repairs that are required could not have been anticipated as the parts that are leaking is an engine cooler for the truck as it is at high RPM pumping water.

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

The vendor was selected as they are EVOC certivied and have done work for SMC fire departments and have a state contract in place also. We also called Siddons martin and no answer from them.

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 4/16/2015

_____/s/_____
County Manager

Date 4/20/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 4/21/2015