

Emergency Justification Form

Requisition #: VFD-107

Date: 4/23/2015

Amount: \$184.16

Department: Fire

Vendor: Garcia's Tire

EMG: FY1415-068

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 Fire Chief from Pecos Canyon was in Santa Fe and he noticed he was getting a flat tire. He decided to pull over into the tire repair shop that was nearest and asked for repairs. They informed him the tire had a puncture that was something they advised should default the tire altogether from repair. Therefore they recommended a new tire. The Chief did not want to travel without a spare so he had them replace the tire so he would have a good tire and still have a spare.

- 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):

Had the Chief not noticed the tire he could have had a blow out and the truck might have suffered damages and the rim might have been compromised.

- 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 Chief was traveling and he noticed the truck felt a bit different he pulled over and noticed the leak. He decided to drive to the Tire Shop which was just down the road to get it checked and he could replace the tire there instead of on the road side. There is where a qualified tire service person identified the tire was not repairable under safety standards.

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

The vendor was selected as this is where the Chief had no choice to stop. It would not make much sense to put on a spare and drive around to obtain quotes and risk another flat tire. The company is a known business and the pris was fare.

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 4/23/2015

_____/s/_____
County Manager

Date 4/28/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 5/1/2015