

Emergency Justification Form

Requisition #: VFD-010

Date: 7/13/2015

Amount: \$673.12

Department: El Pueblo VFD Vendor: Las Vegas Diesel

EMG: FY15/16-010

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.

**On 7/8/15 Chief Garcia went to SMC Fire Chiefs Office at air port to take in some VFD documents. When he was going to leave the Excursion G-64094 didn't want to start so he called Las Vegas Diesel as they were the only ones he could get ahold of at the time.**

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):

**Fire Chief Garcia needed to get back to his fire district and the excursion didn't want to start so that is when he made the decision to call as he was stranded and LV diesel, asked them to come and see what the problem was with the vehicle.**

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

**Fire Chief Garcia needed to get back to is fire district in a timely manner, due to calls he may receive and he vehicle need to get repaired so that it can be utilized for other VFD services that may be needed.**

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

**Fire Chief Garcia called other vendors (Highlands Wrecker) and couldn't make contact with anyone at the time of call, so the first contact he made he asked LV Diesel if they could come and see what the problem was with the vehicle**

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 7/14/2015

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

\_\_\_\_\_  
Date 7/15/2015

FINANCE DEPARTMENT USE ONLY:

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

Date: 7/17/2015