

Emergency Justification Form

Requisition #: VFD-24

Date: 8/17/2015

Amount: \$345.90

Department: Sheridan VFD

Vendor: LV Diesel

EMG: FY15/16-021

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 8/14/15 Sheridan VFD was dispatched to a medical call and the batteries were dead on the Brush Truck so that delayed SVFD on response time by 10 minutes and every minute counts.

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):

BrushTruck needs to be ready for the next call, response time. Safety of all citizens of SMC

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

SVFD received the dispatch call and the Brush Truck batteries were dead and needed to be replaced at the time of call. SMC offices were closed and needed the brush truck to be in operation as the call was an emergency.

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

They were the only one's available at the time the services were needed to get the brush truck operational.

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

_____8/17/2015_____
Date

_____/s/_____
County Manager

_____8/18/2015_____
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 8/18/2015