

Emergency Justification Form

Requisition #: VFD-35

Date: 9/15/2015

Amount: \$527.76

Department: Rowe VFD

Vendor: Las Vegas Diesel

EMG: FY15/16-027

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 Rowe unit went down at an incident and needs to be repaired it is the primary response unit for this department as they only have that as a class A capable unit.**
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 financial damage and risk is without the unit they do not meet NFPA and ISO requirements to respond to a structure fire and will not have the 1250 GPM response unit rolling to a call.**
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 unit responded to an incident they were on scene someone either turned it off or it died out and will not start again.**

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

**The process was I contacted vendors with mobile repair abilities as the unity was puled back to the fire station. Las Vegas Diesel gave their cos and Pete's Equipment has not provided information and NM Apparatus gave a verbal also but are booked for this week. I need the truck repaired as soon as possible to avoid liability that the Fire department did not respond with adequate Equipment.**

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

\_\_\_\_9/15/2015\_\_\_\_\_  
Date

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

\_\_\_\_9/15/2015\_\_\_\_\_  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 9/15/2015