

Emergency Justification Form

Requisition #: VFD-057

Date: 11/17/2015

Amount of Purchase: \$1000.00

Department: ILFELD VFD

Vendor: ROCKY ROAD GRAVEL

EMG: FY15/16-037

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 Ilfeld VFD well has ruptured between station and pump house.**
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): **Needs repair soon to avoid further damage/cost to repair.**
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 well ruptured suddenly, due to the cold weather, therefore standard procedure could not be followed.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Damages occurred due to weather, and water is being spilled onto the back area of property. Rocky Road has been there in the past, and they are familiar with the piping system.**

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:

Elected Official/Department Supervisor

11/17/2015
Date

County Manager

11/17/2015
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 11/17/2015