

Emergency Justification Form

Requisition #: FS-020

Date: 12/07/2015

Amount of Purchase: \$3000.00

Department: EMERGENCY VFD

Vendor: ADVANCED COMMUNICATIONS

EMG: FY15/16-047

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 Turkey Mountain site was vandalized a few days ago and they took all our grounding cables and ground bars.**
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): **We need to have all the equipment replaced quickly as the system now has no surge protection and if we have a surge as is well known with our electricity providers the system will suffer extensive damages throughout and will probably illuminate communications for fire, EMS and Law Enforcement. An extensive repair will be thousands 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: **We could not anticipate vandalism and theft.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **The process on the vendor use is Advanced is our service provider for the system which was developed and built by them.**

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

12/07/2015

Date

County Manager

12/07/2015

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____

Finance Department

Date: 12/07/2015