

Emergency Justification Form

Requisition #: PW-074/076

Date: 12/29/2015

Amount of Purchase: \$6530.18

Department: PUBLIC SERVICES OPERATIONS

Vendor: ROCKY ROAD GRAVEL

EMG: FY15/16-056

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 December 27, 2015 there was a heavy snowfall which resulted in County Roads being snow packed and icy and unpassable for residents. Needed Snow Removal throughout San Miguel County.**
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): **Could result in damage to vehicles or accidents and a safety for roadways not being passable to get in and out.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Road conditions were dangerous and could not wait for the normal process of procurement.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Rocky Road was on contract with San Miguel County for Emergency Snow Removal and Road Maintenance. In the process of renewing this agreement.**

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

12/30/2015

Date

County Manager

01/06/2016

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____

Finance Department

Date: 01/06/2016