

Emergency Justification Form

Requisition #: PW-085

Date: 01/22/2016

Amount of Purchase: \$1100.22

EMG: FY15/16-062

Department: PUBLIC SERVICES OPERATIONS

Vendor: HIGHLANDS WRECKER SERVICES

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. **There was an accident that took place with the 2011 Peterbilt in Pecos. Equipment needed to get unstuck from heavy snow and towed to our mechanic in Las Vegas.**
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): **Equipment needed to be removed immediately from roadway and towed to Las Vegas. The piece of equipment was not drivable.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Services or corrections of these natures cannot 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): **Highlands Wrecker is the only local vendor to tow Heavy 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:

Elected Official/Department Supervisor

01/22/2016
Date

County Manager

01/22/2016
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 01/25/2016