

Emergency Justification Form

Requisition #: VFD-138

Date: 04/11/2016

Amount of Purchase: \$198.18

Department: EL PUEBLO FIRE DISTRICT

Vendor: LAS VEGAS DIESEL

EMG: FY15/16-080

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 tire of the El Pueblo brush truck blew while they were driving to Las Vegas on Thursday April 7, 2016.**
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): **Unit needs all tires in place to be a road worthy station apparatus, and is a liability to the county.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Tire incident occurred while on the road. Chief Daniel Garcia informed the office.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **They contacted Main Street Station and they did not have the means and tire size that Las Vegas Diesel did. Las Vegas Diesel was able to assist them quickly.**

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

04/11/2016

Date

County Manager

04/11/2016

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____

Finance Department

Date: 04/12/2016