

Emergency Justification Form

Requisition #: FS-028

Date: 04/13/2016

Amount of Purchase: \$2,662.53

EMG: FY15/16-081

Department: EMERGENCY VFD

Vendor: ADVANCED COMMUNICATIONS & ELECTRONICS

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. Radio communication system is not functioning properly.
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): If licensing is not renewed, service provider will not be able to program microwave links. Without license in place FCC will fine us up to \$10,000.00 and we are liable for communications failure for all public service entities.
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: License expired on 12/12/15.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor is our contracted service provider and facilitates licensing according to FCC regulations.

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

04/13/2016  
Date

\_\_\_\_\_  
County Manager

04/14/2016  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_  
Finance Department

Date: 04/14/2016