

Emergency Justification Form

Requisition #: REQ00354

Date: 05/09/2016

Amount of Purchase: \$1,083.95

EMG: FY15/16-089

Department: HAY'S PLUMBLING & HEATING

Vendor: TECOLOTE FIRE & RESCUE

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 Tecolote VFD water tank is leaking.**
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): **Needs repair soon to avoid further damage.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Standard procedure cannot be followed due to this water is stored in the tank for fire suppression. Water is siphoned from river and introduces foreign matter into pumping systems.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Hay's plumbing installed the tank previously, and Vendor can check for the leak and possibly repair it.**

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

05/09/2016
Date

County Manager

05/09/2016
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 05/11/2016