

Emergency Justification Form

Requisition #: REQ17000147 Date: 07/28/2016

Amount of Purchase: \$641.00

EMG: FY16/17-012

Department: COUNTY MANAGER

Vendor: ROBERT PADILLA

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. **Mr. Padilla has for several years used his own equipment to trim the brush as well as remove rock and debris on County Road A-27.**
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): **Because maintenance of County Roads must be done in the most cost effect manner possible, it makes good business sense to use a vendor who is familiar with the road, able to use his own equipment and has in the past performed this work to the standards of this office.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Mr. Padilla has expressed his willingness to assist the County with maintenance on this particular road. His familiarity with the road makes him the ideal vendor to provide the services requested and required by San Miguel County.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **See above.**

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

Date

County Manager

07/29/2016

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____

Finance Department

Date: 08/01/2016