

Emergency Justification Form

Requisition #: REQ17000392 Date: 09/19/2016 Amount of Purchase: \$6,980.12 EMG: FY16/17-026

Department: GALLINAS VFD Vendor: RAY'S PLUMBING & HEATING

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. **On Sunday 9-4-16 Gallinas VFD found a water line break.**
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): **The water line break could cause more damage and expense if not repaired immediately.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **This happened on Labor Day Weekend and the Fire Chiefs office was closed on Monday 9-5-16. The situation needed immediate attention.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Ray's Plumbing was called because he had worked on the water line before and is familiar with the system. Due to having to break driveway to get to the water line, Ray's Plumbing recommended and subcontracted Crespin's Paving to finish the driveway and add asphalt.**

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

09/19/2016
Date

County Manager

09/20/2016
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 09/22/2016