

Emergency Justification Form

Requisition #: REQ17000533 Date: 10/24/2016 Amount of Purchase: \$189.00 EMG: FY16/17-034

Department: SHERIDAN VFD Vendor: ORTEGA'S WRECKER SERVICE

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. **Friday 10-14-16 Sheridan VFD was responding to a fire on 104 and the Brush Truck G-85043 had no power.**
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 truck had no power and needed to be moved. This truck is their primary truck for responding to fires.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **The vehicle needs immediate repair, they had Ortega's Wrecker Service from Santa Rosa tow the truck to their shop.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **The vehicle needs immediate repair. They called NM Apparatus, they offered to tow the truck to their shop to diagnose and 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

10/24/16  
Date

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

10/25/16  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 10/25/16