

Emergency Justification Form

Requisition #: REQ17000656 Date: 11/21/2016 Amount of Purchase: \$1,500.00 EMG: FY16/17-039

Department: PUBLIC SERVICES Vendor: INLAND KENWORTH

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. **Truck left driver stranded, water pump went out, truck inoperable, further operation would create extensive damage to engine. Truck was towed to Inland Kenworth for repairs.**
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): **Could result in additional litigation from employees or citizens if the incidents are not repaired/corrected 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: **Repairs or corrections of these nature cannot wait for the normal process of procurement and Inland Kenworth is the manufacture of this truck and due to the fact this was an emergency to get this truck repaired and off the road as soon as possible.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Inland Kenworth is a qualified Kenworth Repair Center and was available for towing and to repair truck immediately.**

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

11/21/16  
Date

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

11/21/16  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 11/21/16