

Emergency Justification Form

Requisition #: REQ17000810 Date: 12/19/2016 Amount of Purchase: \$1,490.44 EMG: FY16/17-050

Department: SHERIDAN VFD Vendor: HAY'S PLUMBING

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 Monday December 19, 2016 at 3:45 pm, Sheridan Chief called our office to inform us that the water to his fire department is frozen.**
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): **It seems that the pipes already burst and there is no water to the building, or to the restrooms.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Immediate repair is required to the damage already caused by the pipes bursting.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **They contacted Hays Plumbing and they offered to go out there in the morning to check the pipes. They also contacted Jeffrey's Plumbing, and they have not sent them a quote. They also contacted MJB and they also have not responded with a quote.**

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

12/19/16
Date

County Manager

12/21/16
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 12/22/16