

Emergency Justification Form

Requisition #: REQ17000930 Date: 1/26/2017 Amount of Purchase: \$72.84 EMG: FY16/17-055

Department: MAINTENANCE Vendor: HIGHLANDS WRECKER SERVICES

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. **A key was lost to the outside entrance to the boiler room. Allowing possible unwanted access to the boilers, fire safety equipment and domestic water heater.**
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): **Possible vandalism to the building heating system and fire and safety equipment which would result in extreme damage to the property and present health and safety issues.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Emergency issues happen without notice, lost keys, etc.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Due to the urgency of the situation, this vendor was selected because of their ability to handle complex rekeying procedures required by the District Court.**

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 1/27/2017
Date

County Manager 1/30/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____ Date: 1/30/2017
Finance Department