

Emergency Justification Form

Requisition #: REQ17001130      Date: 3/9/2017      Amount of Purchase: \$1,500.00      EMG: FY16/17-065

Department: PUBLIC SERVICES      Vendor: PRAIRIE TREE 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. **Overhanging dead limbs are an immediate danger to traveling public on Cinder Road.**
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 falling and seriously injuring to the traveling public. Some winds have already broken limbs and fallen.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Issues of these natures cannot wait for the normal process of procurement. Prairie Tree Service is the only vendor available and can take care of this issue immediately.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Prairie Tree Service is available immediately they have done previous work for the county and have the proper equipment for the job. No other area vendors is properly safety equipped in removing this size and type of trees.**

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

3/9/2017  
Date

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

3/9/2017  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 3/10/2017