

Emergency Justification Form

Requisition #: REQ1701408

Date: 5/17/2017

Amount of Purchase: \$79.88

EMG: FY16/17-076

Department: MAINTENANCE

Vendor: HIGHLANDS 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. Wagner arrived on property for a scheduled service agreement to the generator. In order to complete the agreement a test needs to be performed from the exterior electrical panel (transfer switch). Numerous attempts by maintenance to locate a key to open the electrical panel failed. Highlands Wrecker Service was notified to open the panel and to make a replacement key for the lock. In addition, a second key is needed to access the programmable controls.
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 service agreement would not be completed, resulting in uncertainty if the equipment would not function correctly when needed which could result as a safety issue and an additional return trip charge would be assessed to the county.
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: Prior work to the generator requiring access to the electrical panel was not warranted.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): The vendor was selected because of its prior knowledge of commercial locks and was the quickest to respond.

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

5/18/2017

Date

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

5/18/2017

Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 5/18/2017