

Emergency Justification Form

Date: May 11, 2023

Department: 412

Requisition #: Req2301190

Vendor: BigO

Amount of Purchase: \$240.57

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.

Cabo VFD was responding to Las Tusas Fire that took place on 5/10/23 when they noticed the Tire went flat on the B-3-1 G-73651, Mike Toews went to Bigo Tires to get the tire repaired and the tire could not be repaired, so he purchased a new tire.

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):

If the tire would have not been replaced it would have been more of a cost to the Cabo VFD and the VFD would not be able to respond in a timely manner and may have caused more damage to the unit, property and life.

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

Cabo VFD needed to get the tire fixed/replaced, so they could be ready to respond on the active fire.

4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):

Bigo Tire Shop took the tire and checked it and replaced it quickly and there was no waiting time and the unit was ready for the next call in a timely manner.

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:

[Signature]
Elected Official/Department Supervisor

5/12/23
Date

[Signature]
County Manager

5-15-23
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: _____

Emergency #: _____



REQUISITION

Requisition #: REQ2301190

Date: 05/11/2023

Vendor #: 00125

ISSUED TO: BIG O TIRES
P.O. BOX 3053
1820 7TH STREET
LAS VEGAS, NM 87701

SHIP TO: SMC Fire Marshall
500 W. NATIONAL SUITE 106
Las Vegas, NM 87701

ITEM	UNITS DESCRIPTION	PROJECT #	PRICE GL ACCOUNT NUMBER	AMOUNT
1	0 Tires as needed w/Tax		0.00 412-102-02620	300.00

PO Description: Open PO Tires as needed

Detailed Description:

Cabo Lucero VFD Took Brush 3-1 G-73651 to get the tire repaired and the tire was to damaged
So they needed to replace the tire.
Coo Cros-LTR2106ATLL LT265/70R17 Crosswind A/T
Mount and balance
Tire Disposal

Authorized By: _____

SUBTOTAL:	300.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	300.00

411-102-0220

107-2301190

INVOICE

BIG O TIRES #31071
1820 7TH ST
LAS VEGAS, NM 87701
(505) 426-1506



Visit us on the web at: www.bigotires.com

Invoice No: 031071-121207

Page 1

Order No: 149251

Date: 05/11/2023

Time: 08:39 AM

Started by: MARLENA RIVERA

Invoiced by: MARLENA RIVERA

Vehicle Information

NO VEHICLE

Cust.: SAN MIGUEL FINANCE DEPT 1052-208598
Address: 500 W NATIONAL ST, ATTN: LESLIE ACCTS PAYABLE STE
City, State, Zip: LAS VEGAS, NM 87701-3768
Phone: (505) 425-7589 Alt Ph: (505) 425-6516 Cell:
PO No.: 2023-0029

Bill To:

Customer Instructions

Save Old Parts? No



www.bigotirescustomerfirst.com

Give us your feedback for a chance to

Win Up to \$400 In Prizes

Drawings held monthly, see survey site for complete details

Monthly Prizes:
Apple Products
Dewalt Tool Bundles
Yeti Cooler Sets
and More!

Part No.	Description	Technician	Qty	Unit Price	Total Price
COO CROS-LTR2106ATLL	LT265/70R17 CROSSWIND A/T Tire Serial #: 1YCBPL1383921		1.00	225.95	225.95
LAB BAL	MOUNT AND BALANCE		1.00	7.50	7.50
FEE FEETD	TIRE DISPOSAL FEE		1.00	6.00	6.00

I have received the above goods and/or services. If this is a credit card purchase, I agree to pay and comply with the cardholders agreement with the issuer. There are no cancellations allowed.

Customer Signature



6-73651

B-31

bolasin9 - 20220825

Invoice Summary

	Payment		Invoice Totals	
	Type	Amount		
	CHARGE	\$239.45	Parts	225.95
			FET	0.00
			Core Chg	0.00
			Labor	7.50
			Waste Disposal	6.00
			Shop Supplies	0.00
			Sales Tax	1.12
			Total:	239.45

8,2708/b

\$ 240.57