

Emergency Justification Form

Date: 09/24/2024

Department: 104

Requisition #: 2500698

Vendor: Cummins Rocky Mountain LLC

Amount of Purchase: \$2,996.60

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.

The initial power source for the administration building is currently down and we need to power entire building with a generator. Vendor will not come and service generator without being paid up front.

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):

Daily operations at our administration building won't be possible.

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

There was a power outage and we needed to use a generator immediately in order for offices to function.

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

This vendor was who was available.

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

9-24-24  
Date

[Signature]  
County Manager

9/24/24  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: [Signature]  
Finance Department

Date: 9/26/24

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