

Emergency Justification Form

Date: April 20, 2022

Department: Sapello VFD

Requisition #: Req2201045

Vendor: Highlands Wrecker

Amount: \$870.40

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.  
Sapello VFD called Highlands Wrecker on 4/7/22 to transport Unit 19-3 2010 Freightliner, G-79529 cause they would not start and to transport it to Hal Burns Truck, RV & Equipment Service LLC in Santa Fe to service the unit.
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):  
Sapello VFD needed to have the unit operational and ready for the next call for the safety of life and property .
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:  
The Unit died out and would not start, the department needed to have it moved so that Rocky Road could get to the water well and work on the well so they called Highlands Wrecker to move and transport it to Hal Burns Truck in Santa Fe to have the unit operational for the next call.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Highlands Wrecker was the only vendor to respond at the time they were called out to transport the Unit.

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

4/20/22  
Date

[Signature]  
County Manager

4/20/22  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: \_\_\_\_\_

Emergency #: FV 21/22 - 077