

Emergency Justification Form

Requisition #: REQ2200072

Date: 7/9/21

Amount of Purchase: \$5885.88

EMG: FY2022-002

Department: Fire

Vendor: Hay's Plumbing & Heating

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 had an Open PO 2020-0294 in the amount of \$1083.96 to service the well at San Geronimo as the well could go out at any time as it was not working properly. At the end of the FY 20-21 we at the Fire Service Office asked Finance to close the PO on 6/23/21 since there had not been any activity.
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): Cabo Fire went ahead and had Hays Plumbing to do the job as they did have an Open PO at the time of service. Unfortunately we here at the fire service office had the PO closed on 6/23/21 lack of communication on our part. The fire station needs to have water at all times.
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 needs were met for service to the water well at the San Geronimo Fire Station by Hays Plumbing and Cabo that did get the PO. We had an Open PO but due to our lack of communication we at the fire service office had the Po closed and the service was provided.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Hays Plumbing was the lowest rate for the service call.

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

7/9/21

Date

County Manager

7/12/21

Date

Approved By: _____

Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 7/12/21

Emergency #: FY 2122-002