

Emergency Justification Form

2022.07/22
Requisition #: 2200144
Amount of Purchase: \$650.37

Date: July 22, 2022
Vendor: Hays Plumbing & Heating

Department: 410

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Amount of Purchase: \$650.37

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.
El Pueblo VFD Water Well was not pumping water to the Fire Station so Fire Chief Steve called Hays Plumbing to reset the Well because water was needed at the Station and Hays Plumbing answered the call.

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):

Water was needed at the Station and Hays Plumbing was called to reset the well at the station, the station has been having issues for about five months no water in the station.

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 issue with the Water Well was reset by Hays Plumbing and still needs to get fixed.

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

Hays Plumbing was the only Vendor to answer the call and services were provided immediately.

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

7/25/22
Date

[Signature]
County Manager

7/28/22
Date

FINANCE DEPARTMENT USE ONLY:
Approved By: [Signature] Finance Department Date: _____
Emergency #: FV 22/23 - 003