

Emergency Justification Form

Requisition #: REQ2200095

Date: 7/13/21

Amount of Purchase: \$1995.45

EMG: FY2200012

Department: Pecos Canyon

Vendor: Waterway of NM LLC

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. **Waterway of New Mexico conducts fire hydrant inspection and testing, the service that is needed for fire hydrants inspection documentation as per NM State Fire Regulations.**
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): **Hydrant flow testing necessary for ISO inspection and to be in compliance with the state regulations.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Pecos Canyon VFD called and made the appointment to get the testing done before acquiring a Purchase Order, to be in compliance with state regulations.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Waterway of NM has been the only source we have been able to contact to conduct testing and other related services.**

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

7/16/21
Date

County Manager

7/16/21
Date

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|------------------------------|----------------------|
| FINANCE DEPARTMENT USE ONLY: | |
| Approved By: _____ | Date: <u>7/16/21</u> |
| Finance Department | |

Emergency #: FY 2122-012