

Emergency Justification Form

Requisition #: REQ2200180

Date: 7/29/21

Amount of Purchase: \$340.38

EMG: FY2022015

Department: Fire

Vendor: Highlands Wrecker Service

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 needed to get vehicle fire truck unstuck while on call during an emergency call on HWY 105 M/M 6.**
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): **Not able to get the fire truck out on a timely manner, could affect emergency call protection in the area.**
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 truck getting stuck was not anticipated or planned so needed to call Highlands Wrecker to pull the fire truck out so it would be ready 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 Service was the vendor most responsive to the need at that point in time. 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:

Elected Official/Department Supervisor

7/29/21

Date

County Manager

7/29/21

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 7/29/21

Emergency #: FY 2122-015