

Emergency Justification Form

Requisition #: REQ2200256

Date: 8/13/21

Amount of Purchase: \$13,261.08

EMG: FY2022020

Department: Public Works

Vendor: GGH Wagon Mound, 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. **Purchase order is for Solid Waste disposal fees for the month of July 2021.**
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): **The Public Works Department disposes of solid waste on a daily basis. It is important to have access to services provided by GGH Wagon Mound in order to dispose of solid waste.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **GGH Wagon Mound, LLC is the only Landfill within a fifty mile radius of San Miguel County Solid Waste Facility.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **GGH Wagon Mound, LLC is the closet Landfill North of San Miguel County.**

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

8/13/21  
Date

\_\_\_\_\_  
County Manager

8/13/21  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 8/13/21

Emergency #: FY 2122-020