

Emergency Justification Form

Requisition #: REQ2200442

Date: 10/8/21

Amount of Purchase: \$2948.60

EMG: FY2022042

Department: Rowe Fire Dept.

Vendor: Aurora Contractor 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. **The water well pump went out at the Rowe VFD and needed to get it fixed for the VFD members and the safety of life and property.**
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 well pump went out, Aurora was the only company that responded at the time they were called out to service the well and this issue needed to be taken care of quickly in case of an emergency due to safety of life and property.**
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 water well went out and this issue needed to be taken care of quickly in case of an emergency due to safety of a life and property.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Aurora contractors LLC was the only company to respond at the time they were called out to service the Water Well.**

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

10/8/21

Date

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

10/8/21

Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 10/12/21

Emergency #: FY 2122-042