

Emergency Justification Form

Requisition #: REQ2200462

Date: 10/14/21

Amount of Purchase: \$323.06

EMG: FY2022046

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 inspections and testing, the service that is needed for fire hydrants inspection documents 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 is necessary for ISO inspection and to be in compliance with the state regulations. At the time of inspection the Rescue G-97738 was not operational and could not be tested, when the Rescue was fixed Pecos called and had the Rescue tested.**
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 the 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

10/14/21  
Date

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

10/14/21  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 10/18/21

Emergency #: FY 2122-046