

Emergency Justification Form

Requisition #: REQ2100769

Date: 2/22/21

Amount of Purchase: \$689.51

EMG: FY2021046

Department: SMC OEM

Vendor: DAG Enterprises of NM LLC

Departmental Responsibilities:

1. State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation. **During a COVID-19 vaccine POD at Alta Vista Hospital, the generator on the Command trailer malfunctioned which caused the fan belt to break and overheat. DAG responded immediately. DAG returned a week later to repair an oil leak.**
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): **Without logistical support of said trailer, vaccine operations become increasingly impossible.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Mechanical failure cannot be anticipated and in some cases need immediate attention and repair.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **DAG is currently under contact with San Miguel County to provide mechanic repair 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

2/22/21  
Date

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

3/1/21  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 3/1/21

Emergency #: FY 2021-046