

Emergency Justification Form

Requisition #: REQ2200509

Date: 10/27/21

Amount of Purchase: \$710.44

EMG: FY2200050

Department: Sapello VFD

Vendor: Code 3

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 noticed that their communication was not transmitting properly, so they called Code 3 to come do a service call on the Repeater. Code 3 did a full checkup on the Repeater and found the Repeater and duplex were good. The antenna had come loose on the tower and is not straight, pointed in the wrong direction and needs to be corrected. The line is LMR-400 and is just taped and zip tied to the tower legs. The line should be replaced with transmission lines such as LDF4 1/2 hard line and secured to the tower with proper clamps.**
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 Sapello VFD Repeater was not operating properly and needed to be serviced quickly, there could be more damage to the repeater if issues were not addressed at the time, communications need to be in place due to emergency and safety of a 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 Repeater was down and not operating properly and this issue needed to be take care of quickly in case of an emergency due to safety of a life.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Code 3 was the company to respond at the time they were called out to service the Repeater.**

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

10/27/21
Date

County Manager

10/27/21
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 10/27/21

Emergency #: FY 2122-050