

Emergency Justification Form

Requisition #: REQ2100818

Date: 3/10/21

Amount of Purchase: \$2347.72

EMG: FY2021050

Department: Fire 414

Vendor: New Mexico Apparatus

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 Purpose of this requisition is to allow the urgent repair & maintenance of the 2017 TPG Engine 1 (Vin#1D9WESTROHL760509, G97493) before the warranty for parts expires on May 21, 2021, so time is of essence. (PSI mode is not working at all) need it to be repaired so that Engine 1 is ready to respond at a moment's notice.**
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): **New Mexico Apparatus is the authorized repair shop for Deep South and would only quote for hourly rate, mileage cost plus parts. The TPGplus has a five year warranty on parts which will expire on May 21, 2021 and if this is not done before the warranty runs out the part could cost approximately \$3000.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Service on Engine 1 is needed at this time as the PSI mode is not working at all and if other parts are found not working the warranty should cover them at this time quickly and efficiently as per Fire Chief Martin Honegger.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **New Mexico Apparatus is the authorized repair shop for the Deep South.**

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

3/11/21
Date

County Manager

3/11/21
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 3/11/21

Emergency #: FY 2021-050