

Emergency Justification Form

Requisition #: REQ2200561

Date: 11/9/21

Amount of Purchase: \$3539.92

EMG: FY2200053

Department: Public Works

Vendor: MWI INC

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. **San Miguel County is responsible for the maintaining of the lighting on I-25 Bernal area. There were safety concerns when lights were not functioning at night.**
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): **Unsafe conditions existed when the lights were not working and accidents could occur.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Repair of lights needed to be done immediately for safety at night on I-25.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **MWI INC. is a current vendor used for San Miguel County Public Works.**

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

11/19/21

Date

County Manager

11/19/21

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 11/19/21

Emergency #: FY 2122-053