

Emergency Justification Form

Requisition #: REQ2200610

Date: 12/7/21

Amount of Purchase: \$828.20

EMG: FY2200059

Department: Rowe Fire Dept.

Vendor: JCG Plumbing & Heating

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. **Rowe VFD had problems with the furnace at the station and couldn't conduct meetings so they called JCG Plumbing & Heating to see if they could repair the furnace and toilet. JCG Plumbing & Heating are under Contract with SM County.**
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): **Rowe VFD called JCG since they are on Contract with the County, since the furnace and toilet were not working they had them repair it. They responded in timely manner. If the furnace and toilet would have not been fixed at that time it would have ran into more repairs for the station and more costly.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **These repairs needed to be done quickly so meetings could be held and trucks would not freeze if the temperatures dropped. The from the toilet also needed to be stopped.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **JCG Plumbing & Heating is on Contract with SM County and responded to the service call.**

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

12/7/21
Date

County Manager

12/9/21
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:
Date: 12/9/21

Emergency #: FY 2122-059