

Emergency Justification Form

Requisition #: REQ2200636

Date: 12/20/21

Amount of Purchase: \$1511.52

EMG: FY2200060

Department: Sapello Fire Dept.

Vendor: Rocky Road

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 Water Well went out on Friday, December 17, 2021 and the Fire Department needed to get the well fixed, so they called Andrew and asked if they could call a vendor to come and fix it, so they called Rocky Road and they came out and fixed the well.**
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): **Rocky Road was the only company that responded at the time they were called out to service the Well. This issue needed to be taken care of quickly due to hygiene and in case of an emergency due to safety of 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 Water Well went out and the issue needed to be taken care of quickly in case of an emergency due to safety of a life and property.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Rocky Road was the only vendor to respond at the time they were called out to service the Water Well.**

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

12/21/21
Date

County Manager

12/214/21
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 12/21/21

Emergency #: FY 2122-060