

Emergency Justification Form

Date: 02/15/2022

Department: Public Works

Requisition #2200811

Vendor: Highlands Wrecker Service

Amount of Purchase: \$506.09

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. Recently, San Miguel County Public Works has experience theft in the yard and one vehicle was attempted to be stolen, and thus it was rendered non-operable. Left on the side of the road.
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): Because the vehicle was left on the side of the road, the vehicle needed to be secured, a new keying system of the vehicle needed to be installed on the emission and on the doors.
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: For safety reasons, repairs were needed immediately to secure the vehicle.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Highlands Wrecker is a current vendor used by San Miguel County for 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:

Escudal Garcia
Elected Official/Department Supervisor

2/15/2022
Date

J. Ashley
County Manager

2.10.22
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: _____

Emergency #: _____