

2022-0724

Emergency Justification Form

Date: 02/23/2022

Department: Public Works

Requisition #2200803

Vendor: Sanbar

Amount of Purchase: \$11,610.61

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 must repair and replace the guardrail. It has been down for over two months and safety is a concern
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): For insurance purposes, Sanbar must be the vendor to repair and replace the guardrail as they were the vendor that installed the guardrail initially.
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 guardrail.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Sanbar 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:

Ronald Garcia
Elected Official/Department Supervisor

2/23/2022
Date

[Signature]
County Manager

2-22-22
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: _____

Emergency #: FY 21/22-069