

Emergency Justification Form

Requisition #: REQ2101134

Date: 6/23/21

Amount of Purchase: \$760.67

EMG: FY2021069

Department: Fire Dept.

Vendor: Trane

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 reason for this emergency was that the Pacheco Tower unit went out on 6/11/21 and the Fire Chief needed to get it back in service for communication. So he called Trane and they were able to come in and service the unit and get it back to working. Trane did a trouble shoot and found high pressure switch disconnected, reconnected switch, found unit has bad compressor not pumping any refrigerant.**
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): **If the Pacheco Tower would not have been operable it would have affected communication for the First Responders and could have been a safety issue for the citizens of San Miguel County. Trane was the only vendor that was able to come out and service the Tower at the present time.**
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 Pacheco Tower unit went out and needed to be repaired immediately so that communications would not be affected throughout San Miguel County.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Trane was the only vendor that responded.**

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

6/23/21

Date

\_\_\_\_\_  
County Manager

6/23/21

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_  
Finance Department

Date: 6/23/21

Emergency #: FY 2021-069