

Emergency Justification Form

Date: April 18, 2022

Department: Sapello VFD

Requisition #: Req2201046

Vendor: Rocky Road

Amount: \$641.00

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 4/6/22 the Fire Department needed to get the well fixed, so they called Rocky Road since that was the vendor that fixed it previously, so Rocky Road came out and checked the water system and saw that the Float Switch was not working so they ordered a new one.
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 vendor that fixed the well, so the department called them to come and repair the well again, 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 float switch needed to be replaced so the vendor ordered a new float.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Rocky Road was the Vendor that repaired it when it went out the first time. They ordered the New Float Switch.**

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:

[Signature]
Elected Official/Department Supervisor

4/19/22
Date

[Signature]
County Manager

4/19/22
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: _____

Emergency #: FY 21/22-076