

2022-1056

Emergency Justification Form

Date: 6-20-22

Department: 101

Requisition #: 219

Vendor: **JR Striping INC**

Amount of Purchase: 10,516.56

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. Sand Purchase for preparation of sand bags for anticipated flooding during Monsoon season due to Calf Canyon/ Hermits Peak Fire
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): Sand is needed to fill sand bags for flood control
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: Sand for Sand bags is needed to produced and distributed as soon as possible.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): vendor was chosen due to availability of product.

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

6-22-22
Date

[Signature]
County Manager

6-22-22
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: _____

Emergency #: FV 21/22-002