

Emergency Justification Form

Requisition #: REQ20000723 Date: 1/15/20 Amount of Purchase: \$500.00 EMG: FY19/20-046

Department: Public Works Dept. Vendor: BTU

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 bridge at Parks Springs located on County Road C 47B is currently damaged and poses a safety risk to cars traveling on it.**
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 not fixed immediately, potential liability to damage of vehicles. Tort Claim**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Unforeseen damage of the bridge was notified. A concerned citizen called in to Public Works to verify the damage to the bridge.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **There is a current PO in place; however the amount existing in the PO is not enough to cover cost of the materials.**

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 1/15/20
Date

County Manager 1/15/20
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____ Date: 1/15/20
Finance Department

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