

Emergency Justification Form

Requisition #: REQ20000822

Date: 2/21/20

Amount of Purchase: \$2483.87

EMG: FY19/20-052

Department: Public Works

Vendor: EEP Construction

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. **During severe winter storm conditions the County requested assistance from EEP to assist in cleaning the county roads to ensure safety of drivers.**
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): **It is extremely important to get all county roads clear and safe for drivers to travel in order to avoid any vehicle accidents that could result in injury or death.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **We are unable to predict winter storms nor the severity of the storm.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **The County has utilized this vendor in the past for this specific situation, along with Rocky Road. We only required assistance from one during this time. EEP prices have proven to be reasonable in the past. We like to rotate vendors in order to provide each vendor with an opportunity to serve the county.**

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

2/24/20
Date

County Manager

2/25/20
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 2/26/20

Emergency #: FY1920-052