

Emergency Justification Form

Requisition #: REQ20000848

Date: 3/2/20

Amount of Purchase: \$5688.81

EMG: FY19/20-053

Department: Public Works

Vendor: HAYS PLUMBING & HEATING

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. **Sewer pump failure in sewer system is currently operating on a second pump and possible failure can occur. Replacement of second pump is needed immediately to avoid any further failure within the septic system.**
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): **Failure of current only operating pump can cause further system failure, resulting in additional expenses and department closure.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Sewer pump failure was caused by normal wear and tear.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Hays plumbing was the original installer of the system and pumps, and is familiar with the system and history.**

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

3/2/20  
Date

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

3/3/20  
Date

Approved By: \_\_\_\_\_

Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 3/4/20

Emergency #: FY1920-053