

Emergency Justification Form

Requisition #: REQ20000838

Date: 3/3/20

Amount of Purchase: \$200.00

EMG: FY19/20-055

Department: Public Works

Vendor: Wagner Equipment

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. **GPS System on equipment is used to monitor daily functions of equipment as well as any alarm notifications involving any type of system failure on the equipment.**
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 GPS system is not utilized, we risk having system failure resulting in further more extensive damage to equipment which can be very costly to the department.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **GPS monitoring services expired. We were unaware of the termination period.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Caterpillar GPS systems is specific to the equipment being leased from Wagner.**

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

3/5/20
Date

County Manager

3/6/20
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 3/6/20

Emergency #: FY1920-055