

Emergency Justification Form

Requisition #: REQ20000860

Date: 3/4/20

Amount of Purchase: \$276.40

EMG: FY19/20-057

Department: Public Works

Vendor: Highlands Wrecker

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. **Department Belly Dump trailer has mechanical failure in the fifth wheel hitch area, causing it to uncouple from truck.**
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): **Safety concern and risks to move or transport with San Miguel County truck. If trailer becomes uncoupled, it can cause serious damage and injury and 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: **Normal wear and tear of equipment.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor was responsive to needs. **Highlands Wrecker is the only vendor within the local area to move heavy equipment.**

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

3/4/20
Date

County Manager

3/10/20
Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____ Finance Department	Date: <u>3/10/20</u>
Emergency #: <u>FY1920-057</u>	