

Emergency Justification Form

Requisition #: _____

Date: 3/18/20/20

Amount of Purchase: \$83.68

EMG: FY19/20-063

Department: OEM

Vendor: Leo Maestas

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. **OEM Called Walgreens, Lowes for a quote for water and they did not have water, so Leo Maestas went to Alsups and found water (4 cases), so he purchased water, Mist Brisk Tea, Power Aid, Granola Bars, Sugar, Sweetener, Cups, Stirs, Creamer for the COVID-19 drive through swabbing tomorrow at Memorial Middle School at Legion at 10:00am. SMC Sherriff, SMC Fire, NM DOH, Superior, OEM will be participating in this event. The event was barely able to be coordinated with NMDOH here in Las Vegas, 3/18/20, because NMDOH had to make sure they had enough supplies for testing. This is for the health and safety of the citizens of San Miguel County.**
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): **The stores have no water at this point in time so Leo went to the stores to see if he could find some water and other items to purchase without a Purchase Order, so he will need to be reimbursed for the purchase of water and/Gatorade and other food items in the amount of \$83.68; these foods are needed for the event.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Today on March 18, 2020, OEM/Fire coordinated with NMDOH to do the drive through. NMDOH had to make sure they were able to get kits for the swabbing that is why we are looking for water at this time and if it is available.**
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. **Leo needed to go and see if there was water and other foods available at the local stores to purchase for this event.**

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

3/18/20
Date

County Manager

3/20/20
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:
Date: 3/26/20

Emergency #: FY1920-063