

Emergency Justification Form

Requisition #: REQ20000937

Date: 3/31/20/20

Amount of Purchase: \$1545.68

EMG: FY19/20-065

Department: Fire

Vendor: Highlands Wrecker Service

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. **Rowe VFD needs locks replaced on the fire station, are not able to access the station.**
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): **Not able to open the locks of the Fire Station where the fire trucks are housed in. Could affect fire protection in the area.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **The issue with the locks was unexpected and therefore could not be anticipated or planned for.**
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 Service was the vendor most responsive to the need at that point in time. Services will be provided immediately.**

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

3/31/20
Date

County Manager

3/31/20
Date

Approved By: _____

Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 3/31/20

Emergency #: _____

FY1920-065