

Emergency Justification Form

Requisition #: REQ200001061

Date: 4/29/20

Amount of Purchase: \$204.77

EMG: FY19/20-073

Department: Fire Department

Vendor: Red Top Drilling Co, Inc.

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. **A water line was broken. As per Chief Daniel Garcia, repairs were necessary to provide water-Memo attached. Andrew was not notified of the situation. If Andrew is not notified a memo is required from the department Chief to be turned into Finance.**
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): **Loss of water 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: **It cannot be predicted when a pump or motor may fail.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Selected vendor responded to inquiry immediately, they were able to get the work completed as soon as possible. Also Red Top Drilling was the vendor who installed the booster pump back in 2018.**

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

4/29/20

Date

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

4/29/20

Date

Approved By: _____		FINANCE DEPARTMENT USE ONLY:	
Finance Department		Date: <u>5/5/20</u>	
Emergency #: <u>FY1920-073</u>			