

Emergency Justification Form

Requisition #: REQ200001086

Date: 5/06/20

Amount of Purchase: \$897.50

EMG: FY19/20-076

Department: Detention Center

Vendor: Jaureguiberry's Racing & Auto Repair

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. **Utilization of vehicle (Expedition) was unsafe due to the spark plugs being broken and not working properly. In order to provide safe driving abilities, it was important to get the spark plugs maintenance before utilizing the vehicle again. Along with spark plugs being repaired and replaced, the door was also worked on.**
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): **Safely utilizing a vehicle is important, malfunction of spark plugs is definitely something that needs prompt attention due to an unsafe driving experience.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Spark plug functions are critical and must be addressed immediately in order to provide a safe driving experience.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor is reliable and knowledgeable of the department and our needs. Vendor was immediately responsive. Vehicle was taken to several vendors in the past and they were not able to remove the broken spark plugs, this vendor was able to do so.**

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

5/6/20
Date

County Manager

5/8/20
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:
Date: 5/20/20

Emergency #: FY1920-076