

Emergency Justification Form

Requisition #: REQ1800154

Date: 8/8/2017

Amount of Purchase: \$2,777.67

EMG: FY17/18-014

Department: FIRE

Vendor: NEW IMAGE CONSTRUCTION

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. Roughly six years ago El pueblo Volunteer Department had some work done to the Fire Stations. During this time, the contractor passed away. It appears that the work was never completed, namely having the water connected to the Fire Station. A water connection to the Fire Station is an essential need for the Fire Fighters as well as for the general upkeep and maintenance of the building itself.
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): In order to provide for the health, welfare and safety of El Pueblo Fire Fighters as well as the general upkeep and maintenance of El Pueblo Fire Station, a water connection to the Fire Station is essential.
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 situation was unknown to me. When presented with the information regarding this particular situation, I moved as quickly as possible to get water connection to El Pueblo Fire Station in an effort to mitigate the condition of the Fire Station.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): New Image Construction was contacted as the owner, Johnny Manzanares, and the previous contractor are brothers. It was hoped that Manzanares would possess some basic knowledge of the previous contractor's plans regarding El Pueblo Volunteer Fire Station. Mr. Manzanares was able to move quickly to correct the issue and thereby provide much needed water connection for EL Pueblo Volunteer Fire Station.

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

8/8/2017  
Date

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

8/10/2017  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_  
Finance Department

Date: 8/10/2017

Emergency #: \_\_\_\_\_