

Emergency Justification Form

Requisition #: REQ1800302 Date: 10/2/2017 Amount of Purchase: \$439.00 EMG: FY17/18-037

Department: PUBLIC WORKS Vendor: D.A.G. ENTERPRISES

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. Hydraulic Pump out on the Blue Freightliner.
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): This piece of equipment is very critical for Solid Waste operation and need it on a day to day basis.
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: Repairs or corrections of this nature cannot wait for the normal process of procurement.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): D.A.G. Enterprises is the only Diesel Mechanic in town qualified to work on this type of equipment. Our previous contractor, Greer's has since retired and therefore do not have a Mechanic on contract.

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 10/2/2017
Date

County Manager 10/2/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____ Date: 10/4/2017
Finance Department

Emergency #: 037