

Emergency Justification Form

Requisition #: REQ1800554 Date: 11/13/2017 Amount of Purchase: \$5,977.46 EMG: FY17/18-051

Department: PUBLIC SERVICES

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. **Turbo replacement needed on the 2008 Kenworth G-73677.**
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 in hauling Solid Waste bins on daily 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 and needs to be addressed immediately.**
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 that is qualified to work on this type of equipment. The County's Mechanic Greer's has retired and we currently 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

11/13/2017
Date

County Manager

11/13/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 11/14/2017

Emergency #: 051