

Emergency Justification Form

Requisition #: REQ1800513      Date: 11/20/2017      Amount of Purchase: \$14,646.25      EMG: FY17/18-054

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. **Emergency repairs and service to equipment as needed.**
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): **Could result in additional litigation from employees or citizens if the incidents are not repaired/corrected immediately. All equipment needs to stay running for the operation of Solid Waste and Road Department.**
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 and/or corrections of this nature cannot wait for the normal process of procurement and needs to be repaired 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 equipment. Our County Mechanic, Greer's has retired and therefore we 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

11/20/2017  
Date

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

11/24/2017  
Date

Approved By: _____		FINANCE DEPARTMENT USE ONLY:	
Finance Department		Date: <u>11/21/2017</u>	
Emergency #: <u>054</u>			