

Emergency Justification Form

Requisition #: REQ1800704

Date: 12/13/2017

Amount of Purchase: \$5,993.75

EMG: FY17/18-065

Department: PUBLIC SERVICES DEPT

Vendor: WAGNER

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. **There are many items and repairs needed from Wagner in emergency situations.**
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): **We have many pieces of equipment leased from Wagner and they are the only vendor certified to work on these pieces of equipment.**
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.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Wagner is the only vendor who carries Wagner parts and is certified to work on these pieces of equipment due to warranty issues.**

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

12/13/2017  
Date

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

12/19/2017  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 12/19/2017

Emergency #: 065