

Emergency Justification Form

Requisition #: REQ1800839

Date: 1/30/18

Amount of Purchase: \$354.08

EMG: FY17/18-074

Department: SHERIFF'S OFFICE

Vendor: FRANKEN TIRE CENTER

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. **Transport officer informed the office that the bearings in the rear were grinding and they kept locking on the way back from Hobbs to transport an inmate.**
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): **The vehicle is used to transport inmates and reflects "transport" on the vehicle.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **This vehicle needs to be in operation to transport inmates to other facilities in a timely manner in order to cooperate with various courts involved with our facility.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Franken has worked on the vehicle in the past and is familiar with the needs of our vehicles at the Sheriff's office. The vehicle was inoperable and was towed to said vendor.**

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

1/30/2018
Date

County Manager

2/1/18
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 2/1/18

Emergency #: 074