

Emergency Justification Form

Requisition #: REQ1900121

Date: 7/30/18

Amount of Purchase: \$982.68

EMG: FY18/19-015

Department: PUBLIC SERVICES

Vendor: BOBCAT OF ALBUQUERQUE

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. **Bobcat lift malfunction operator safety concern and inability to respond to potential 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): **Unable to provide emergency road repairs.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Unexpected malfunction in Bobcat Skid Steer.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **Authorized Bobcat repair facility.**

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

7/30/18
Date

County Manager

7/31/18
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 8/1/18

Emergency #: 015