

Emergency Justification Form

Requisition #: REQ1900164

Date: 8/9/18

Amount of Purchase: \$5,315.06

EMG: FY18/19-016

Department: FIRE DEPT

Vendor: HAY'S PLUMBING & HEATING INC.

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. **The pump and control box were not working as per Tim Nix, repairs were necessary to provide water.**
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): **Loss of water could affect fire protection in the area.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **It cannot be predicted when a pump or control box may fail.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **Selected vendor responded immediately, they were able to get the work completed as soon as possible.**

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

8/9/18
Date

County Manager

8/13/18
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 8/15/18

Emergency #: 016