

Emergency Justification Form

Requisition #: REQ1900392 Date: 9/27/18 Amount of Purchase: \$7,716.57 EMG: FY18/19-022

Department: FIRE DEPT. Vendor: ROCKY ROAD GRAVEL PRODUCTS

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. Replace and installation of NR4 Sub drive. Rocky Road made a field visit to the Fire Department, it seems lighting probably hit it and a new NR4 sub drive will be needed. Also the pump on the bottom of the well is damaged, a new pump and motor will need to be installed. A new motor and pump was installed.
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 lfield Fire station would not have water and 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: Can't anticipate when a well will break or be damaged.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. Rocky Road is a local business able and willing to provide the necessary services immediately.

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

9/27/18
Date

County Manager

9/28//18
Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____ Finance Department	Date: <u>9/28/18</u>
Emergency #: <u>022</u>	