

Emergency Justification Form

Date: 08/05/2024

Department: 101

Requisition #: 2500432

Vendor: Northeastern Construction Company

Amount of Purchase: \$25,465.29

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.

Flooding due to Hermits Peak / Calf Canyon Fire

- 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):

Sandbags were needed immediately for the community to help protect their homes.

- 3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

Sandbags were needed right away

- 4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):

Northeastern Construction was available right away to get sandbags assembled.

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

Date

[Signature]

County Manager

8-05-24

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: *Katherine [Signature]*
Finance Department

Date: 8/5/24

Emergency #: 6