

Emergency Justification Form

Date: 06/26/2024

Department: 101

Requisition #: 2401511

Vendor: Ryans Water Service LLC

Amount of Purchase: \$29,843.32

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.

Potential water contamination and shortage in our city due to flooding at the reservoir, we must have water for our inmates.

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):

We will have to evacuate the entire facility, costing the county thousands of dollars.

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

Las Vegas is under a State of Emergency due to flooding, we need to get this water source in place to avoid evacuation

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

This is the vendor we came across that is able to provide the services we urgently need.

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

County Manager

Date

FINANCE DEPARTMENT USE ONLY:

Approved By:

Katherine Sg
Finance Department

Date:

6/26/24

Emergency #:

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