

Emergency Justification Form

Date: 2/14/2025

Department: Managers

Requisition #: 2501252

Vendor: Ryan's Water Service, LLC

Amount of Purchase: \$28,000.00

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, low water pressure, water outages and shortage of water in our City due to a City water main break. We must provide water for our inmates at the Detention Center.

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 Detention facility, which will cost the County thousands of dollars to do so.

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

The City of Las Vegas is under a water shortage. This water source needs to be in place. It is a necessity and will avoid the evacuation of our inmates.

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

Ryan's Water Services is able to provide this service on an Emergency basis.

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

2-18-25
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: *Katherine Say*
Finance Department

Date: 2/18/25

Emergency #: 10