

Emergency Justification Form

Date: June 27, 2024

Department: 410

Requisition #: Req2401512

Vendor: Tow Broz Towing

Amount of Purchase: \$650.97

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.

Allen Sanchez, El Pueblo Fire Chief called NMSP Dispatch on June 21, 2024 that G-64094 was stuck on mud while assisting with evacuation efforts on 84 NM HWY 518.

- 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):

As per phone call with Allen Sanchez Fire Chief, he called dispatch to get assistance and tow the unit out of the mud and dispatch called Towing Broz to assist.

- 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 unit was stuck and needed to be towed out of the mud in a timely manner, to continue with evacuation assistance.

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

Tow Broz Towing was called out by NMSP Dispatch and responded 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:

Andrew Duan by Katherine Sg  
Elected Official/Department Supervisor

6/27/24  
Date

Weyen Good for Jays Ansley  
County Manager

6/27/24  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: Katherine Sg  
Finance Department

Date: 6/27/24

Emergency #: 2