

Emergency Justification Form

Requisition #: REQ20000291 Date: 8/27/19 Amount of Purchase: \$3,947.03 EMG: FY19/20-019

Department: Fire Dept. Vendor: Hay's Plumbing & Heating, Inc.

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. **The pump and the motor were not working as per Chief Tim Nix; repairs were necessary to provide water.**
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): **Loss of water could affect 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: **It cannot be predicted when a pump or motor may fail.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Selected vendor responded to inquiry immediately, they were able to get the work completed as soon as possible. Also, Hays was the vendor who installed the pump and control box for the Well.**

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 8/27/19
Date

County Manager 8/28/19
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____ Date: 8/29/19
Finance Department

Emergency #: FY1920-019