

Emergency Justification Form

Requisition #: REQ1800128

Date: 8/3/2017

Amount of Purchase: \$5,000.00

EMG: FY17/18-012

Department: FIRE

Vendor: CODE 3

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. **San Miguel County Fire is having County Towers audited for deficiencies. During this process it has become apparent that these are some issues that must be addressed as soon as possible. If not immediately addressed, they could easily become a matter affecting the health, welfare and safety of both San Miguel employees and residents.**
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): **If this matter is not addressed immediately, towers will go down, this will lead to no radio coverage for San Miguel County Volunteer Fire Departments, San Miguel County Sheriff's Office, the New Mexico State Police Department, Superior Ambulance and the Office of Emergency Management. This could also leave San Miguel County open to any number of lawsuits for failure to respond to emergencies within the County.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **In years past, San Miguel County Fire relied on one company to provide service for the towers. It became clear that this company failed to provide the services to San Miguel County. Code 3 is now trying to bring the towers to working condition.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Code 3 has a State of New Mexico Contract for providing service for radio towers. San Miguel County Fire has selected Code 3 based on their reputation of making repairs quickly, and for their extensive knowledge of radios and their components.**

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

8/1/2017  
Date

\_\_\_\_\_  
County Manager

8/3/2017  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_  
Finance Department

Date: 8/3/2017

Emergency #: \_\_\_\_\_