

Emergency Justification Form

Requisition #: REQ1800143

Date: 8/2/2017

Amount of Purchase: \$1,000.00

EMG: FY17/18-013

Department: FIRE

Vendor: TRANE

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. **In the course of auditing the San Miguel County Towers, it was discovered that the air condition in the tower building at the Apache Springs tower was not in working order. At this time it is unknown what caused the air conditioner to go down.**
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 the situation is not addressed, the lack of consistent cool temperature within the tower building will likely cause the malfunction of equipment vital to the County and other agencies who use and depend on this equipment, including seven San Miguel County Fire Departments, San Miguel County Sheriff's Department, New Mexico State Police, Superior Ambulance and the Office of Emergency Management. This in turn will incur costs for either maintenance/repair or replacement of said equipment.**
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 to the towers. It became clear that this company failed to provide the needed services to San Miguel County.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Trane is the company used by San Miguel County for air conditioner repairs. They are able to determine the cause of the malfunction and repair it quickly and effectively.**

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

8/2/2017  
Date

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

8/4/2017  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 8/9/2017

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