

Emergency Justification Form

Requisition #: REQ1800182

Date: 8/10/2017

Amount of Purchase: \$500.00

EMG: FY17/18-015

Department: PUBLIC SERVICES

Vendor: MCT

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 tarping arm system on the 2016 Solid Waste Pup Trailer was damaged and inoperable on transporting Solid Waste.**
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): **This piece of equipment was used for Solid Waste transfer and the tarping system arm is needed for securing the Solid Waste from flying out of the truck causing safety issues on the roadway for pedestrians.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Repairs or corrections of these natures cannot wait for the normal process of procurement.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **MCT is the only vendor that has this specific part and brand to repair the damage tarping system and is able to provide the part 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:

Elected Official/Department Supervisor

8/10/2017
Date

County Manager

8/10/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 8/11/2017

Emergency #: _____