

Emergency Justification Form

Requisition #: REQ1800269

Date: 9/11/2017

Amount of Purchase: \$5,341.67

EMG: FY17/18-023

Department: FIRE

Vendor: CODE 3 SERVICE

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. **Code 3 has been auditing the San Miguel Towers for the purpose of determining what deficiencies need to be addressed immediately so as to continue providing service for San Miguel County Fire Departments, San Miguel County Sheriff's Department as well as Superior Ambulance and New Mexico State Police.**
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 which will lead to no radio coverage for San Miguel County Fire Departments, San Miguel County Sheriff's Department, the New Mexico Police Department, Superior Ambulance and Office of Emergency Management. This could 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 relied on one company to provide service to the Towers. It became clear that this company failed to provide the needed services. 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 to radio Towers. San Miguel County Fire has selected Code 3 based on their reputation for making repairs quickly and for their extensive knowledge of radios and their communications.**

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

9/11/2017
Date

County Manager

9/12/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 9/18/2017

Emergency #: 023