

Emergency Justification Form

Requisition #: REQ1800322

Date: 9/15/2017

Amount of Purchase: \$10,000.00

EMG: FY17/18-025

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. **Recently, several significant storms occurred in the San Miguel County/Las Vegas area. These storms affected the Turkey Tower site as well as the Trujillo Tower site. The Turkey Tower site, however took a major hit which took out major components within the Tower. The Tower is now running at 50% capacity.**
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, the tower could go down which will lead to no radio coverage for San Miguel County Fire Departments, San Miguel County Sheriff's, State of New Mexico Police Department, Superior Ambulance and the 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: **There is no way to predict with precise accuracy the severity of any storm nor is there any way to predict that a specific storm will affect a specific tower.**
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 tower. 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

9/15/2017
Date

County Manager

9/22/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 9/22/2017

Emergency #: 025