

Emergency Justification Form

Requisition #: REQ1800419 Date: 10/10/2017 Amount of Purchase: \$1,355.87 EMG: FY17/18-040

Department: PUBLIC SERVICES

Vendor: D.A.G. ENTERPRISES

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. **Need to install new steering shock cylinder on the 91 Volvo GMC.**
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): **Could result in additional litigations from employees or citizens, if the incidents are not repaired/corrected immediately. Truck is needed for hauling Solid Waste and is very critical to this operation.**
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 correction of this nature cannot wait for the normal process of procurement and therefore needs to be repaired immediately.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **D.A.G Enterprises is the only Diesel Mechanic in town that is qualified to work on this equipment. Our County Mechanic has retired and we therefore have no Mechanic on contract at this time.**

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

10/11/2017
Date

County Manager

10/12/2017
Date

Approved By: _____		FINANCE DEPARTMENT USE ONLY:	
Finance Department		Date: <u>10/16/2017</u>	
Emergency #: <u>040</u>			