

Emergency Justification Form

Requisition #: REQ1800421 Date: 10/11/2017 Amount of Purchase: \$2697.51 EMG: FY17/18-041

Department: PUBLIC SERVICES

Vendor: POWER FORD

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. **Maintenance and service needed for the Ford F-250 trucks G-61735 & G62106.**
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. Trucks are needed for employees to travel to and from project sites.**
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): **Power Ford is a vendor 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

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 10/16/2017

Emergency #: 041