

Emergency Justification Form

Requisition #: REQ1800696 Date: 12-12-2017 Amount of Purchase: \$1,113.80 EMG: FY17/18-061

Department: PUBLIC SERVICES DEPT Vendor: BOBCAT OF ALBURQUERQUE

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. **Equipment Hydraulic System failed due to a hydraulic oil leak.**
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 litigation from employees or citizens if the incidents are not repaired/corrected immediately. Skid steer loader is a vital piece of equipment used daily for pot hole repair, snow removal and road repairs.**
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 and/or corrections of this nature cannot wait for the normal process of procurement for the safety and urgency of needing repairs done immediately.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Bobcat of Albuquerque is a certified bobcat repair facility and believed this was a warranty issue. Turned out it was not and needed to be repaired 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

12/11/2017  
Date

\_\_\_\_\_  
County Manager

12/13/2017  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_  
Finance Department

Date: 12/14/2017

Emergency #: 061