

Emergency Justification Form

Requisition #: REQ1800860 Date: 2/5/18 Amount of Purchase: \$945.69 EMG: FY17/18-075

Department: PUBLIC SERVICE DEPT Vendor: CAPITAL 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. **06 Ford F-150 G-65392 Brake lights and tire light has went on. Diagnostic Check and oil change needed.**
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. Truck is used by Motor Grade Operator to get to and from job site.**
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 corrections of this nature cannot wait for the normal process of procurement and 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): **Capitol Ford is a vendor that is qualified to work on vehicle and for the reason being our county mechanic has retired and therefore we 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

2/5/18
Date

County Manager

2/8/18
Date

Approved By: _____ Finance Department	FINANCE DEPARTMENT USE ONLY: Date: <u>2/7/18</u>
Emergency #: <u>075</u>	