

Emergency Justification Form

Requisition #: REQ1800910      Date: 2/9/18      Amount of Purchase: \$4,760.90      EMG: FY17/18-077

Department: EL PUEBLO FIRE      Vendor: NEW IMAGE CONSTRUCTION

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. **The El Pueblo Fire Station had called stating that a private vehicle had wrecked into the fire departments fire hydrant. The fire Chief called to say that he needed this to be fixed as soon as possible as without the hydrant they would not have the ability to fill their fire trucks/tenders.**
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): **Wanting to ensure the health and safety of those individuals in the fire districts.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **The work required was a result of a vehicle accident that was out of control at the fire department.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **No quotes were obtained; the Fire Department contacted a vendor that had done previous work with the county.**

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

2/9/18  
Date

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

2/9/18  
Date

Approved By: _____ Finance Department	<b>FINANCE DEPARTMENT USE ONLY:</b> Date: <u>2/12/18</u>
Emergency #: <u>077</u>	