

Emergency Justification Form

Requisition #: REQ1801262 Date: 5/18/18 Amount of Purchase: \$18.29 EMG: FY17/18-105

Department: SHERIFF'S DEPT Vendor: GARCIA TIRES, LLC

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. **Flat repair needed on patrol vehicle in order to transport on a Judge's Court Order.**
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): **Need to get patrol vehicle repaired due to other patrol vehicle being in shop for other damage repair at this time.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Our office believed that a flat repair was under the cost of a tire purchase with the vendor. When we took the vehicle, they stated that due to low cost of state contract, that we purchased them off flat repairs are not included with price.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **The vendor was used to purchase the tires for the vehicle and our office believed that the warranty on tires covered flat repair which it did not.**

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 5/21/18  
Date

\_\_\_\_\_  
County Manager 5/22/18  
Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____ Finance Department	Date: <u>5/22/18</u>
Emergency #: <u>105</u>	