

Emergency Justification Form

Requisition #: REQ1801286

Date: 5/24/18

Amount of Purchase: \$153.97

EMG: FY17/18-106

Department: PUBLIC SERVICE

Vendor: INLAND KENWORTH

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. **Truck went for warranty issues. Codes kept going on after inspecting vehicle. Turbo assembly needed to be replaced which was not covered under warranty.**
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): **This piece of equipment is very critical to our road department and is needed to haul material to County roads.**
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.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **Inland Kenworth is the only vendor that can work on this equipment and has the parts to repair 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

5/24/18

Date

County Manager

5/24/18

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 5/25/18

Emergency #: 106