

Emergency Justification Form

Requisition #: REQ1900008

Date: 7/2/18

Amount of Purchase: \$254.73

EMG: FY18/19-005

Department: FIRE

Vendor: HIGHLANDS WRECKER

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. **While the Gallinas VFD was responding t a structure fire in the SMC brush truck, the truck began to have a knocking engine sound as well as emit black smoke from the exhaust. They took the 319 exit on I25 where they could park safely. This occurred at approximately 2:30am.**
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): **If the brush truck would not have been towed back to the fire station, thousands of dollars in equipment may have been stolen as he compartments do not lock, and driving the truck any further could have caused more engine damage.**
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 truck had been operating fine prior to this incident. They had just responded to another fire just prior to responding to the dispatch for a structure fire.**
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 has equipment necessary to tow any size fire vehicle and has stated he will tow our vehicle to our lots so we are not billed for storage fees and he does not require immediate payment and has agreed to invoice us during the next available business day or soon thereafter.**

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

7/5/18  
Date

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

7/6/18  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 7/9/18

Emergency #: 005