

Emergency Justification Form

Requisition #: PW-40

Date: 9/30/2013

Amount: \$14,000

Department: Public Works

Vendor: Rocky Road EMG: FY1314-010

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.

Repair of County Road A-6 in Los Alamos due to Friday the 13th flooding disaster. Road conditions have been declared a disaster and thus have caused the roads to be a safety issue to residents utilizing the road.

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):

Poor driving conditions within the road must be addressed in order for safe public use of this County Road. The current condition are for safety and general welfare of the public.

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

Heavy rainfall throughout the County has caused damage to the County Roads causing San Miguel County to declare a Emergency Declaration.

4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):

Emergency procurement, three different contractors were contracted and each contractor will be providing assistance to one project.

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:

_____/s/_____
Elected Official/Department Supervisor

Date _____

_____/s/_____
County Manager

Date _____

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 9/30/2013