

Emergency Justification Form

Requisition #: VFD-44

Date: 10/23/13

Amount: \$13,545.08

Department: Gallinas VFD

Vendor: Independent Fire Co.

EMG: FY1314-020

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 engine was under need of pump repairs. Gallinas treidd to solicit quotes from three vendors but the did not respond timely.

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 is the primary and only structure fire fighting unit in the Gallinas Fire Department which is in a populated area with a substantial structure fire risk.

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 pumper gave out during a training which placed the fire district liable with no class a pumper capabilities.

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

Chief Martinez requested quotes from several endors, Petes, Artesia, Weis and Independent. Independent Fire submitted a quote quickly as they know the need for repairs was needed. The other vendors never submitted timely.

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: 10/23/13

_____/s/_____
County Manager

Date: 10/24/13

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 10/28/2013