

Emergency Justification Form

Requisition #: PW-156

Date: 5/30/14

Amount: \$62,036.25

Department: Road Dept

Vendor: Rocky Road Gravel Products

EMG: FY1314-70

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.

Flooding occurred in Sabinoso thus causing additional damage to the County Road already declared a disaster in July 2013. Village has only one means of access in and out and it is through this county Road C55A.

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):

General safety and welfare of county residents.

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

Standard procedures have been followed, SMC has a contract with Rocky road for emergency road maintenance.

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

Rocky Road is on contract with SMC for emergency road maintenance. Two other contracts were also on contacted Elmer Pacheco and Hays Plumbing. Roacky Road is also a registered vendor of materials through the office of Emergency Management.

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

_____5/30/14_____
Date

_____/s/_____
County Manager

_____5/30/2014_____
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 5/30/2014 _____