

Emergency Justification Form

Requisition #: PW-157

Date: 5/30/2014

Amount: \$400.00

Department: PW

Vendor: Duran's Sand & Gravel

EMG: FY1314-72

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. Need jersey barriers for flooding.

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:

Duran's sand & gravel will load jersey barriers onto County truck that are located in Pecos to Sabinoso.

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

We are purchasing jersey barriers from Duran's Sand and Gravel which they will load to Sabinoso and can be done 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:

_____/s/_____
Elected Official/Department Supervisor

Date 5/30/14

_____/s/_____
County Manager

Date 5/30/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 6/3/2014