

Emergency Justification Form

Requisition #: SW-85

Date: 6/11/2014

Amount: \$8,000.00

Department: PW

Vendor: MCT Industries

EMG: FY1314-73

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.

Solid waste packer truck broke down. Need to replace plate for use. Only truck SMC has to operate side load containers.

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:

Truck needs to be fixed immediately only truck SMC has for side load containers. Containers are picked up once or twice on a weekly basis. It is urgent this truck gets repaired as soon as possible so that the lack of services does not affect the general welfare and safety of the public.

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

MCT industries was the vendor of this unit to SMC and can provide the needed fabrication & welds needed to place this truck back into service. Greer's repair and welding was not comfortable that he could perform these services.

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 6/11/2014

_____/s/_____
County Manager

Date 6/12/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 6/12/2014