

Emergency Justification Form

Requisition #: REQ00559

Date: 06/30/2016

Amount of Purchase: \$3,476.02

EMG: FY15/16-099

Department: EMERGENCY VFD

Vendor: ADVANCED COMMUNICATIONS

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 Whirlpool A/C unit at the Trujillo Site is not operational and needs to be removed and replaced.**
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): **If the Whirlpool A/C unit is not removed and replaced it will not function to cool the "shack" and failure of the radio equipment due to overheating is eminent, and this will make the transmission of calls impossible and may cause loss of life/property to San Miguel County Citizens.**
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 Whirlpool A/C unit went out and needs to be removed and replaced as soon as possible if not replaced the County will incur a higher cost on all equipment.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Advance is familiar with the Whirlpool A/C unit and they came and looked at the unit and gave us a quote. It will take more time that we don't have at this time and more of a cost getting another vendor to come and give us a quote (trip).**

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:

Elected Official/Department Supervisor

06/30/2016

Date

County Manager

06/30/2016

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____

Finance Department

Date: 06/30/2016