

Emergency Justification Form

Requisition #: REQ17001072 Date: 2/27/2017 ~~XXXXXX~~ Amount of Purchase: \$480.75 EMG: FY16/17-063

Department: Ilfeld VFD Vendor: Rocky Road

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. **On Thursday, February 23, 2017 Pat Foy, Ilfeld Chief discovered that the well was not working, there is no electricity to the well.**
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): **The well needs to be operable to be able to have water in case of an emergency.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Rocky Road installed the well and it would be better for them to check it/diagnose the problem.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **The decision was made to call the vendor who had installed the well (Rocky Road) instead of waiting for quotes from other vendors, this needs to be addressed soon. Rocky Road offered to go to Ilfeld on Monday, February 27, 2017.**

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

2/27/2017
Date

County Manager

2/27/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 2/27/2017