

Emergency Justification Form

Requisition #: REQ1900930

Date: 3/1/19

Amount of Purchase: \$325.19

EMG: FY18/19-037

Department: MAINTENANCE

Vendor: RUBEN'S SEPTIC SERVICE

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 Las Vegas City Water Department has been responding to many main water line breaks, shutting down water valves and/or reducing water pressure to the county buildings plumbing system. This has caused a backup of septic waste in the Administration Building septic waste vault.
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): A complaint was voiced to the maintenance department by the County Clerk's Office regarding sewer smells in their office area. The toxic and nontoxic gases produced by decomposing waste materials could present a health issue to county employees and the general public.
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: Issues of this nature happen without notice, parts deteriorate, etc.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. Three vendors were notified, Roybal's Septic Service 505-425-5407, AAA Septic Tank Plumbing, 505-982-2242, and Ruben's Septic Service, 505-425-5987. Ruben's Septic Service was the only vendor to respond.

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

3/1/19  
Date

\_\_\_\_\_  
County Manager

3/1/19  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_  
Finance Department

Date: 3/4/19

Emergency #: 037