

2023-0410

Emergency Justification Form

Date: 10/17/2022

Department: Detention Center

Requisition #: 2300503

Vendor: Windsor Door Sales

Amount of Purchase: \$16,885.91

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.

Sally Port garage door is nonfunctional for the entry and exit of inmates being transported to the facility by various agencies

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):

Safety for staff and Agencies bringing in inmates to our facility is of concern, due to sally port door not functioning

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

Windsor has installed the garage door before and they are the only ones to service their own equipment. Any other vendor won't work on this piece of equipment unless it is theirs.

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

This vendor has installed and serviced this item for our facility and is equipped to come in a timely manner to get it repaired or replaced before it becomes a safety issue for the county.

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:

[Signature]
Elected Official/Department Supervisor

10/19/22
Date

[Signature]
County Manager

10-18-22
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: _____

Emergency #: FY 22/23 - 006