

Emergency Justification Form

Requisition #: REQ2200261

Date: 8/10/21

Amount of Purchase: \$303,151.61

EMG: FY2022041

Department: Detention Center

Vendor: APIC

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. **Security System has not been maintained and/or properly upgraded. The system is currently a proprietary system. The facility is at the mercy of the electronic components, making it a life and safety issue for staff and detainees.**
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 factor for detainee and staff.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Vendor is a sole proprietary for our facility.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor can maintain and upgrade system at the facility in a timely and efficient manner.**

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

8/10/21

Date

County Manager

8/12/21

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 8/12/21

Emergency #: FY 2122-041