

Emergency Justification Form

Requisition #: REQ20000652 Date: 12/13/19 Amount of Purchase: \$500.00 EMG: FY19/20-037

Department: Detention Center Vendor: 3D Plumbing

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. **Master Control monitor is really hard to see because they aren't close enough to the person monitoring, which can be a life and safety issue due to risk of assault on staff member and/or inmates.**
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): **Master Control must have control of all surveillance for security at all times, being unable to monitor security poses an incredible risk to safety of inmates and/or 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: **Due to the severity of the situation, 3D Plumbing, Heating & Cooling was contacted to see if they could assist with fabricating and installing a TV mount closer to the area that the officer sits at in the Master Control; vendor was responsive to the facility immediately to resolve the situation.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **3D Plumbing is assisting the facility with the situation at hand due to the incident that recently occurred with the inmate escape. They are available immediately to resolve the issue.**

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

12/13/19
Date

County Manager

12/16/19
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 12/17/19

Emergency #: FY1920-037