

Emergency Justification Form

Requisition #: REQ20000815 Date: 2/17/20 Amount of Purchase: \$442.25 EMG: FY19/20-051

Department: Detention Center Vendor: Windsor Doors, Inc.

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. **Facility entrance door became inoperable. Cause of situation is normal wear and tear of equipment.**
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): **An inoperable door does not allow agencies access into the facility sally port area, where arrestees are brought into the facility for booking.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Detainees are easily able to escape the custody of the arresting agency in an unsecured area.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor is knowledgeable of the equipment and was responsive immediately.**

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

2/18/20  
Date

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

2/21/20  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 2/21/20

Emergency #: FY1920-051