

Emergency Justification Form

Requisition #: REQ1509

Date: 6/23/2017

Amount of Purchase: \$8,007.20

EMG: FY16/17-081

Department: DETENTION CENTER

Vendor: WINDSOR

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 the 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 booking area.**
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 the original installer of the door and is knowledgeable if the equipment.**

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

6/19/2017

Date

County Manager

6/21/2017

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 6/21/2017