

Emergency Justification Form

Requisition #: REQ1800751

Date: 12/29/17

Amount of Purchase: \$50.58

EMG: FY17/18-068

Department: DETENTION CENTER

Vendor: A1-COMMUNICATIONS

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 became inoperable. Cause of the situation was 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): **Master Control was unable to secure facility doors. Master Control must have control of all security at all times. If doors are unable to be secured, this 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, A-1 Communications was contacted to see if they could assist. Vendor was responsive to the facility immediately and resolved the situation.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **A-1 Communications has assisted the facility with similar previous incidents.**

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

1/5/18
Date

County Manager

1/8/18
Date

Approved By: _____ Finance Department	FINANCE DEPARTMENT USE ONLY: Date: <u>1/9/18</u>
Emergency #: <u>068</u>	