

Emergency Justification Form

Requisition #: REQ1800854

Date: 2/6/18

Amount of Purchase: \$250.00

EMG: FY17/18-076

Department: DETENTION CENTER

Vendor: ARGYLE SECURITY

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 Security Electronics became inoperable. Cause of the situation is aging 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): **All facility doors were not able to open through facility electronics.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **The situation is considered an emergency situation due to the facility having no control of security doors. Security doors must be 100% at all times.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Deputy Warden Padilla and I.T. Department were notified. The counties contracted electrician was also notified and responded to the facility to provide a temporary solution. Argyle is the original installer of the equipment. We have tried to contract other vendors in the past for similar issues, but unable to locate any in the area or any that are compatible with Argyle 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

2/6/18
Date

County Manager

2/8/18
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 2/9/18

Emergency #: 076