

Emergency Justification Form

Requisition #: REQ1800849

Date: 2/12/18

Amount of Purchase: \$69.44

EMG: FY17/18-080

Department: DETENTION CENTER

Vendor: EGB ELECTRIC

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. **All B-pod lighting became inoperable. Cause of situation was blown transformer caused by damage from 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): **All cells were dark, not allowing visual, which made it difficult for staff to conduct unit checks and not having visual in the areas at all times can cause a threat to the safety and security of inmates and 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: **Deficiency was an emergency situation that needed to addressed immediately**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor chosen is familiar with the building and reliable. He responded the quickest to the facility.**

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

2/12/18

Date

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

2/16/18

Date

Approved By: _____ Finance Department	<b>FINANCE DEPARTMENT USE ONLY:</b> Date: <u>2/19/18</u>
Emergency #: <u>080</u>	