

Emergency Justification Form

Requisition #: REQ1800951

Date: 2/27/18

Amount of Purchase: \$1140.97

EMG: FY17/18-088

Department: DETENTION CENTER

Vendor: LEO'S GLASS

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. **During a disturbance involving inmates at the facility, a window within the housing area was broken.**
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): **Broken windows are a major breach in security. Inmates have access to broken glass which can be used as weapons against other inmates and/or staff. Can also be an escape route.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **All cells must be secured at all times.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor is the only vendor that can assist the facilities needs 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

2/27/18

Date

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

3/4/18

Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 3/12/18

Emergency #: 088