

Emergency Justification Form

Requisition #: REQ1801091

Date: 4/4/18

Amount of Purchase: \$932.67

EMG: FY17/18-092

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. **Inoperable lighting in all housing areas. Cause of emergency is due to inmates tampering and damaging the light fixtures.**
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): **Inoperable lights can be a safety hazard to staff as well as inmates.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Situation is considered an emergency because lighting must be at 100% at all times in order to view and monitor inmates and maintain visual on Detention Officers to ensure safety.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Electric Horsemen was originally contacted, but did not respond to the facility. Second Contractor was contacted and responded to the facility 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

4/4/18

Date

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

4/5/18

Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 4/4/18

Emergency #: 092