

Emergency Justification Form

Requisition #: REQ1801361

Date: 6/11/18

Amount of Purchase: \$853.72

EMG: FY17/18-113

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. **EGB was contacted by the Counties IT Supervisor to run power lines to the camera system in the booking area that was being installed.**
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): **Video surveillance is essential in the booking area. Booking is a critical post which shall receive all recording capabilities as possible.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Coverage was essential due to lots of hidden areas in booking. All areas must be monitored at all times to prevent any breaches or thefts in the facility.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **Vendor was responsive and knowledgeable of facility's needs.**

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

6/18/18
Date

County Manager

6/25/18
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 6/25/18

Emergency #: 113