

Emergency Justification Form

Requisition #: REQ1801365

Date: 6/13/18

Amount of Purchase: \$1,110.87

EMG: FY17/18-114

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. **Inmate dayroom housing area lighting became inoperable. Normal wear and tear was cause of issue.**
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): **Inmate lighting must be up-kept at 100% capabilities at all times to prevent any accidents, security breaches and any other type of safety and security threats.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Due to upcoming State Fire Marshal inspection lighting in all areas were expected to meet Fire Marshal code.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **EGB Electric was contacted and was the quickest to respond to the facility needs and was familiar with the type of situation and needs of 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

6/18/18

Date

County Manager

6/25/18

Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 6/25/18

Emergency #: 114