

Emergency Justification Form

Requisition #: REQ1900404

Date: 9/25/18

Amount of Purchase: \$682.50

EMG: FY18/19-021

Department: DETENTION CENTER

Vendor: EBAY

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. **Our master control and housing control run off joy sticks which are now absolute, Diego Trujillo has been able to find them on Ebay. Melinda Gonzales required approval from the County Manager which he gave, email attached, to allow purchasing to use the credit card to purchase several of these to fix the current problem and to have backup joy sticks. We can get these for \$84 to \$150 dollars each.**
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): **Safety of inmates and Officers at the Detention Center, also if not purchased we will need to upgrade the entire system which will cost upward of \$20,000 to \$40,000 dollars.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **This is an obsolete system, which was discovered when we tried to purchase new joysticks.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **We can only find these on-line, EBAY is where we have found them.**

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

9/25/18
Date

County Manager

9/25/18
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 9/26/18

Emergency #: 021