

Emergency Justification Form

Requisition #: DC-131

Date: 2/5/2014

Amount: \$1,1364.25

Department: DC

Vendor: Security Source

EMG: FY1314-41

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.

Emergency was caused because the facility camera/DVR capacity shut down. We are unable to monitor/view and record inmate and staff activity, which causes a high security risk.

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):

Possible inmate or staff assaults could transpire and the county would not have the means to review the situation to determine the cause of the occurrence.

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

We cannot determine/monitor DVR usages or outages.

4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):

Security source is on contract for services related to the DVR and video maintenance.

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:

_____/s/_____
Elected Official/Department Supervisor

Date 2/4/14

_____/s/_____
County Manager

Date 2/6/14

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 2/13/14