

Emergency Justification Form

Requisition #: DC-146

Date: 3/19/2014

Amount: \$1,364.25

Department: DC

Vendor: Security Source

EMG: FY1314-54

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.

**The facility video and surveillance capability no longer was operable. We were unable to monitor, record, review staff and/or inmate activities.**

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):

**Potential assaultive behavior towards staff/inmates resulting in physical injuries.**

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 possible liability/injury to San Miguel County Detention Center.**

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

**The vendor selected had previously maintained our video recording capacity system and has experiencing trouble specific to our system.**

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 3/27/2014

\_\_\_\_\_/s/\_\_\_\_\_  
County Manager

\_\_\_\_\_  
Date 4/7/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_/s/\_\_\_\_\_  
Finance Department

Date: 4/10/2014/2014