

Emergency Justification Form

Requisition #: DC-144/DC-145

Date: 4/23/2015

Amount: \$613.91

Department: Detention Vendor: Intraworks

EMG: FY1415-069

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 DVR System became inoperable.

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):

Without an operating DVR System, there are serious risks to staff and inmate safety. In case of an incident at the facility while the DVR system is inoperable can result in lack of evidence.

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

The DVR system is not maintained by IT support or maintenance. This is not a preventable or anticipated situation.

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

Intraworks is the original installer of the system and maintains the system as needed.

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 4/28/2015

_____/s/_____
County Manager

Date 5/1/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 5/1/2015