

Emergency Justification Form

Requisition #: IT-013

Date: 9/2/2015

Amount: \$975.56

Department: Information Technologies Vendor: Genesys Computers/Desert Gate, LLC EMG: FY15/16-024

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 wireless network connection to Public Works has been going up and down for over two months. A previous PO was issued to the vendor that initially installed it but they were unable to resolve the situation and have been unresponsive for over a week. This local vendor was contacted and has agreed to immediately work on reestablishing the connection.

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):

The Public Services, OEM, and Fire divisions are currently all without network connectivity and telephones.

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 connection was working correctly and suddenly got spotty. When the wireless was initially setup, the signal was strong and had almost a 100 Mbps connection. No indications of obstruction or interference were present.

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

Desertgate is a local company which offered an immediate response for this situation. To my knowledge there are no other Las Vegas, NM based companies that might deal with this issue.

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 9/22015

_____/s/_____
County Manager

Date 9/2/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 9/22015