

Emergency Justification Form

Requisition #: DC-40

Date: 9/2/2015

Amount: \$975.56

Department: Detention Center Vendor: Windsor

EMG: FY15/16-025

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 reason for this is unknown, we can only assume that after years of use and wear/tear issues, caused the gear to become inoperable. Police vehicles with arrestees, cannot enter to secure receiving area of the facility. Police Officers lives, as well as arrestee and detention officers, are presently being placed at risk, as arrestees are removed and walked into the center. Without security of the sally port area a serious security breach occurs and is ongoing in terms of possible escape and/or assault upon the facility.

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 sally port is used daily to pick up and drop off arrestees and is used consistently throughout the day. It is critical to the facility and ensures security when inmates are brought to the facility. It also ensures there will be no escape attempt. The door is also mechanical and can cause injury/death to a person or persons(s) if it is not working properly. We must be able to maintain control of the door in order to ensure safety and we are unable to do that with a gear broken.

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:
Entrance to the facility is critical. The garage door is used consistently throughout the day. Because the door is mechanical there is no way of maintain the door other than annual inspections and such. Because of the high volume of useage the doors gears broke, there is not way to foresee this type of situation.

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

The vendor replacing/fixing the sally port door is the original installer. They are responsive to the facility and are able to correct the situation immediately.

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 9/1/2015

_____/s/_____
County Manager Date 9/2/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department Date: 9/22015