

Emergency Justification Form

Requisition #: DC-116

Date: 01/21/2016

Amount of Purchase: \$500.00

Department: DETENTION CENTER

Vendor: EGB ELECTRIC

EMG: FY15/16-061

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. **A high mass light within the center of D-Pod housing unit has burnt out, causing a life and safety issue for staff and inmates. Officers are required to complete routine checks of inmates within the housing area and without proper lighting are unable to positively ensure safety.**
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 assault on staff and/or inmates can occur resulting in great bodily harm and/or death.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Wear and tear, level of usage caused the ballast to burn out.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **EGB Electric has previously responded to the facility as needed in a timely matter in emergency situations.**

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:

Elected Official/Department Supervisor

01/21/2016
Date

County Manager

01/25/2016
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 01/25/2016