

Emergency Justification Form

Requisition #: DC-104

Date: 02/03/2016

Amount of Purchase: \$174.03

Department: DETENTION CENTER

Vendor: EGB ELECTRIC

EMG: FY15/16-065

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. **Electrical outlet needed in the facility intake area in order to utilize BOSS equipment which can detect objects/weapons within the human body.**
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): **This equipment is able to detect any weapons and/or contraband that an inmate may be trying to bring into the facility during their intake screening.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Prevention of contraband and/or weapons from entering the facility is crucial to the life and safety of employees and other inmates.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **EGB Electric ws thought to be on contract during this emergency, therefore was contacted. He is responsive to the facility and always provides the best quality and price.**

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

02/04/2016

Date

County Manager

02/12/2016

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____

Finance Department

Date: 02/15/2016