

Emergency Justification Form

Requisition #: REQ17000260 Date: 08/16/2016 Amount of Purchase: \$900.00 EMG: FY16/17-016

Department: DETENTION CENTER Vendor: SECURITY SOURCE

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 Security System DVR became inoperable at the Detention Center, causing the security cameras to become un-operational.**
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): **Security Cameras are monitored by security staff. If the camera system is not operational we are unable to monitor or record any and all incidents that occur, such as assaults/misconduct, etc.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **DVR became inoperable. Wear and tear and age of the equipment are all factors. We are unable to predict these types of instances.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Security Source is the original installer of the equipment, this vendor has been responsive and successful in the past.**

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

08/16/2016
Date

County Manager

08/17/2016
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 08/17/2016