

Emergency Justification Form

Requisition #: REQ17000544 Date: 10/21/2016 Amount of Purchase: \$12,000.00 EMG: FY16/17-033

Department: DETENTION CENTER Vendor: ARGYLE SECURITY ELECTRONICS

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 Unit Control Computer Hard Drive needs to be replaced immediately. The current hard drive is not functioning properly when shut down. Cause of malfunction is normal wear and tear of the system over a large period of time.**
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): **Inoperable hard drive will not allow all unit control doors to open electronically. Doors must be 100% capability at all times. This can cause a severe risk in safety and security.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Security of the facility at all times is essential. Any security controls must immediately be replaced when any deficiency is detected.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor is proprietary to the security electronics of the Detention Center. Any replacement of security electronics must be done by the above vendor.**

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

10/21/16  
Date

\_\_\_\_\_  
County Manager

10/25/16  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_  
Finance Department

Date: 10/26/16