

Emergency Justification Form

Requisition #: REQ17000698 Date: 11/28/2016 Amount of Purchase: \$4,000.70 EMG: FY16/17-041

Department: DETENTION CENTER Vendor: WAGNER EQUIPMENT CO.

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 facility emergency generator has been malfunctioning. Wagner was contacted to assess and repair. It was determined the radiator is bad and is a reason the generator is not working properly. This generator is old and normal wear and tear of the equipment is a cause.**
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): **If the facility generator does not operate during an electrical outage, there is no control of security electronics throughout the facility. Safety and security of inmates and staff is the main priority. We need 100% control of all security electronics at all times. This includes doors, locks, security cameras, 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: **During a weekly inspection of the generator, it was discovered that the coolant levels were low. This can cause the generator to fail at any time.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Wagner has maintained the generator in the past as well as been responsive to the facility. An emergency purchase order was done to investigate and address the current issues. Wagner determined the radiator needed to be replaced. Therefore, we are submitting an emergency requisition to purchase the needed equipment. (Replacement Generator)**

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

11/28/16
Date

County Manager

11/30/16
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 12/1/16