

Emergency Justification Form

Requisition #: REQ17000972 Date: 2/2/2017 Amount of Purchase: \$3,000.00 EMG: FY16/17-057

Department: DETENTION CENTER Vendor: ARGYLE SECURITY

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 Housing Control Center which operates the entire male detainee population and controls access doors and communication between detainees and officers is still inoperable. The computer was sent out for repair on an emergency basis. Upon return, the computer is still not working properly. A comprehensive review of the entire computer, video, intercoms and door operations must be obtained immediately.**
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): **Life and safety issues for staff and inmates. Locks, doors, intercoms, cameras, all are part of the security electronics system. The system must be operational at all times, in all aspects, to ensure safety and security of the facility, the inmates, and staff.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **The hard drive was sent out for repair on an emergency basis. The hard drive was repaired and sent back, but is not working properly. Unable to access videos, doors, and intercoms in the housing control center. Technicians must come onsite, troubleshoot, and return system to be fully operational. There is no remote capability for the system. The system is additionally a proprietary system. Argyle is the system installer.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Sole proprietary installer of the system/emergency repair.**

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

2/2/2017

Date

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

2/3/2017

Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 2/6/2017