

Emergency Justification Form

Requisition #: REQ17001038 Date: 2/15/2017 Amount of Purchase: \$704.57 EMG: FY16/17-061

Department: DETENTION CENTER Vendor: HIGHLANDS BUSINESS COMMUNICATIONS

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 inoperable. A comprehensive review of the intercoms and door operations must be obtained immediately. Intercoms are a crucial part of communication within the facility.**
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: **Unable to access videos, doors, and intercoms in the housing control center. Technicians must come onsite, troubleshoot, and return system to be fully operational.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Highlands Business Communications has been responsive to the facility in the past. Joseph Valdez was contacted to assess the situation and informed us he was in fact able to repair. Due to the importance of the situation we asked him to proceed with the 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 2/15/2017
Date

County Manager 2/20/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____ Date: 2/21/2017
Finance Department