

Emergency Justification Form

Requisition #: REQ1701258

Date: 4/19/2017

Amount of Purchase: \$296.28

EMG: FY16/17-070

Department: DETENTION CENTER

Vendor: EGB ELECTRIC

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. **Light switch in D-Pod Housing area became faulty. We were not able to repair or replace the switch ourselves and had to contact an electrician due to the severity and the plate being needed to be cut from the wall.**
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): **Inmate lighting must be maintained at all times in order to be able to monitor the inmates 100% at all times. Unable to see/monitor the inmates can result in an altercation and/or putting our detention officers safety at risk.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **All lighting within the facility is critical and must be addressed immediately.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor is reliable and knowledgeable of the facility and needs. Vendor is responsive to the facility.**

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

4/19/2017
Date

County Manager

4/21/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 4/25/2017