

Emergency Justification Form

Requisition #: REQ1801212      Date: 5/4/18      Amount of Purchase: \$3900.00      EMG: FY17/18-103

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 facility security system circuits are burning out. The security system consists of all facility cameras, facility doors, etc.**
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): **Without security electronics, the facility is at extreme risk of potential life threatening situations. The security doors, locks and cameras must be fully functional at all times in order to maintain full control of the facility. Possible injury or death can occur if the facility loses control of the security system.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Possible normal wear and tear of the system. Several electricians have been contacted to come to the facility to review the situation; none have been able to fix it. This is an electrical issue, therefore could not be foreseen.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **Electricians were not able to address the issue. Original installer of the system has been contacted.**

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      5/8/18  
Date

\_\_\_\_\_  
County Manager      5/14/18  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_      Date: 5/15/18  
Finance Department

Emergency #: 0103