

## **EMERGENCY PURCHASE FORM**

**Emergency:** An unexpected and urgent situation where an immediate threat to public health and safety exists; where conservation of public resources is at risk; where an immediate response is necessary to prevent further damage to public property, machinery, or equipment; or where delay would result in significant financial impact to the City as determined by the City Manager.

### CONTACT PROCUREMENT AND CONTRACT SERVICES FOR APPROPRIATE COURSE OF ACTION

Per SECTION 8. NON-SOLICITATION TYPE OF PROCESSES, Paragraph 8.2 Emergency Purchase: Immediately upon determining that an emergency situation exists, as defined in Section 1, and prior to contacting vendors for supplies and services, the Procurement and Contract Service Manager shall determine the appropriate course of action. The Procurement and Contract Services Manager (CPO) or designated representative shall determine whether the purchase can be made utilizing an existing procurement contract on a timely basis or securing a minimum of three (3) quotations from vendors, if a sufficient number of vendors and adequate amount of time is available. Emergency purchases shall be made with as much competition as practical under the circumstances. Departments must submit emergency purchases on the appropriate form and must include an explanation of the emergency.

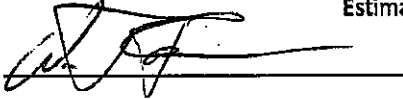
Person Requesting Purchase: Mark Liebig

Department: Police

Account Code: 100737030057219

Estimated Amount \$ 59,728.16

Department Authorization Signature: \_\_\_\_\_



**1. Description of Emergency:**

The Lee's Summit Police Department maintains a digital camera surveillance system that monitors and records activity in and around the detention facility and the grounds of the police Police/Courts building. This system is several years old and is managed by an outdated software system. This software has reached the end of its lifecycle and is routinely falling. When this occurs, no video is recorded. The failure to record activity has several potential negative effects.

- a. The inability to produce recordings of activities in the detention facility opens the city up to enhanced levels of liability should an event occur inside the facility. This video is imperative when investigating and/or defending allegations of wrong doing or accidents than may be brought against the city.
- b. When arrests of certain violations are made, recordings of the activities in the jail are needed to enhance, and in some instances, file a criminal case. A driving while intoxicated charge is a good example. Video of the breathalyzer process is commonly requested by both the prosecutor and the defense attorney.

A few weeks ago, the system began to fail. Working with the installation company, it was determined that the software was in need of replacement. In order to upgrade the software, the hardware and servers for the system will also need to be updated and replaced. An attached quote was requested from the company who installed and maintains the system.

- 2. Does an applicable contract exist from which to procure the goods, services, equipment required?  Yes  No
- 3. Approved sole source? (Sole source documentation must accompany this form)  Yes  No
- 4. Were 3 quotes secured? (If a sufficient number were available)  Yes  No

If you answered "No" to item 4 an explanation is required:

Although the equipment listed for this project is not proprietary, the time in which it would take to complete a RFP or similar process would prolong the replacement and increase the liability exposure to the city. Additionally, this particular video system interfaces with other systems that control doors and speakers throughout the building. This also limits the number of companies that would potentially be able to address the problem. Accurate Controls currently assists with the maintenance of all these systems.

If you answered "Yes" to item 4, complete the following:

1<sup>st</sup> Vendor Name: \_\_\_\_\_ Amount Quoted \$ \_\_\_\_\_  
2<sup>nd</sup> Vendor Name: \_\_\_\_\_ Amount Quoted \$ \_\_\_\_\_  
3<sup>rd</sup> Vendor Name: \_\_\_\_\_ Amount Quoted \$ \_\_\_\_\_

5. The method of procurement shall be determined by the Procurement and Contract Services Division in conjunction with the requesting department/division.

6. Required Approvals:

Purchase less than \$24,999.99

Purchase between \$25,000.00 to \$49,999.99

\_\_\_\_\_  
Chief Procurement Officer

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Stephen A. Arbo, City Manager

5/25/18  
\_\_\_\_\_  
Date

\* An emergency purchase that exceeds \$50,000.00 shall be presented to City Council by City Staff at the earliest opportunity after purchase has been made.