

EMERGENCY PROCUREMENT FORM

Christian County Emergency Procurement Policy: Notwithstanding any other provisions of this Policy, and by direction of the Presiding Commissioner, the Purchasing Agent may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to **public health, welfare, or safety**; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written documentation of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the item(s) procured under the contract, and the identification number of the contract file.

REQUEST FOR EMERGENCY PROCUREMENT

Originating Office: Commission

Person Requesting: Sgt. Krystal Smith

UPON COMPLETION OF THIS FORM, PLEASE SUBMIT TO THE PURCHASING DEPARTMENT.

Presiding Commissioner: _____

by Bp.

Date: _____

11/25/25

Purchasing Department Approval: _____

Kristal Smith

Date: _____

11/25/25

Emergency Procurement Number: E2024-5

(Assigned by Purchasing)

Noted in Commission Minutes: ☒

Date: _____

12/4/25

Expiration Date: through Project Completion - One-Time Purchase (Circle)

Vendor Name: Astrophysics

Vendor Address: 21481 Ferrero Pkwy, City of Industry, CA 91789

Vendor Contact: Joseph George

Product Description: Metal Detector Astrophysics, CEIA HIPE PLUS 820 MM WT Metal Detector

Estimated Cost: \$8,372.50

Brought before the Commission for approval (date): December 4, 2025

The following is a list of questions that must be answered when making emergency procurement requests. This is a formal document for submission to the County Commission.

Please describe the reason for the request for emergency procurement regarding the threat to public health, welfare, or safety.

Describe the anticipated consequences of not procuring immediately. This was a health, safety, and welfare issue.

Our current walk-through metal detector at the Justice Center was purchased from **Rapiscan Systems** in 2017 by the County Commission. Model- METOR 6M with 76CM/30" CROSS PIECE, Serial Number - 7M1715009. As of a couple of weeks ago, this unit is no longer totally functional. The walkthrough unit does not indicate metal on the left side of individuals passing through the machine. The Rapiscan machine is not currently under warranty. The costs of a service call to repair the machine will range between **\$1000-\$3000**.

This is a safety and welfare issue to the general public.

Describe and attach any quotes received. – see attached quote from Astrophysics

Is this a one-time purchase? Yes

If not, detail the anticipated future purchases with anticipated acquisition dates

Notes:
