

Information Technology / Facilities / Ballpark

300 W. Walker St.
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DATE: March 27, 2025

Subject: PSB UPS Battery Backup Batteries Replacement

This memorandum serves as a formal request and justification for an procurement of replacement batteries for the Uninterruptible Power Supply (UPS) system at the Public Safety Building.

The UPS system is a **mission-critical component** that provides uninterrupted power to essential public safety infrastructure, including emergency communications, dispatch operations, building security systems, and critical IT equipment. The batteries supporting this system have reached end-of-life and are no longer able to hold sufficient charge to guarantee reliable backup power during outages or voltage fluctuations.

Failure of the UPS system would jeopardize the continuous operation of public safety functions and could result in:

- Loss of emergency communication and dispatch capabilities
- Inoperability of surveillance and access control systems
- Potential data loss and damage to critical equipment
- Disruption of emergency response during critical incidents

Due to the urgency and direct impact on public safety, we are requesting to proceed with the purchase of replacement batteries without going through the formal procurement process. This request qualifies for an exemption under **Texas Local Government Code Section 252.022(a)(2)**, which allows for an exception in cases of a procurement **necessary to preserve or protect the public health or safety of the municipality's residents**.

While this purchase is exempt from formal procurement, we have obtained three quotes in the interest of maintaining transparency and honoring the spirit of competitive procurement. The lowest quote comes from a vendor that currently has the batteries in stock. If we delay to pursue a formal Request for Proposal (RFP), we risk the following:

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- The batteries being sold to another client, further delaying replacement
- A tariff-related price increase of over \$12,000

Given these circumstances, we request approval to move forward with the emergency purchase to ensure continued operation of critical safety systems.

Please let me know if any additional information is required.

A handwritten signature in black ink, appearing to be "R. Smith" or similar, written in a cursive style.