

Henderson ISD Board Background

Subject: 3D Security – Henderson High School Fire Alarm System Repairs

Presented for: **Action X**

Report Only

Background Information

Following a lightning strike at Henderson High School on 5/8/2026, 3D Security performed repairs necessary to restore the fire alarm system to proper operation. An original purchase order in the amount of \$19,536.57 was issued on 6/8/2026 (5202600382) based on the anticipated scope of work.

Upon receipt of the vendor's invoice, it was identified that the invoiced amount exceeded the purchase order referenced on the invoice. Additional work and materials totaling \$10,183.74 had been provided, bringing the total project cost to \$29,720.31. The District had not issued an additional purchase order for this work prior to it being performed.

After identifying the additional charges, the District requested that the vendor separately identify the work and materials that exceeded the original purchase order. The District paid the \$19,536.57 supported by the existing purchase order and is bringing the remaining \$10,183.74 to the Board for approval prior to payment.

At the time the work was performed, Board policy required Board approval for purchases exceeding \$25,000. Although the District's purchasing threshold was subsequently increased to \$50,000 in September 2026, the work was completed prior to August 31, 2026, when the \$25,000 threshold was still in effect.

Purchasing procedures and expectations have been reinforced with the vendor. 3D Security has been advised that additional work may not begin and materials or supplies may not be ordered without an approved purchase order from Henderson ISD.

Recommendation:

Approve the additional \$10,183.74 expenditure to 3D Security for repairs and related work performed at Henderson High School following the lightning strike.

The expenditure will be recorded in the 2025–2026 fiscal year, as the work was completed on or before August 31, 2026.

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