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Office of the Sheriff

Jesse Jahner, Sheriff

October 25, 2021

Chad Peterson, Chair
Cass County Commission
Via email

Chairman Peterson,

I am writing to request agenda placement for the November 1, 2021 meeting of the Cass County Commission, for consideration of three matters related to the jail's body scanner.


Item #1 is a service agreement for Nov 2021 thru Oct 2022. This is a renewal contract for ongoing quarterly maintenance on the machine, in the amount of \$13,000.

Item #2 is a quote to upgrade the operating computer for the scanner. The original machine came with a computer that runs on Windows 7, which is no longer supported by Microsoft. They have proposed upgrading to a new computer that runs upgraded software for the machine on Windows 10. The Cass County IT director was consulted on this upgrade, and recommends doing so. The quote for this upgrade is \$9,900. This upgrade was not anticipated and is not currently budgeted for.

Item #3 is a quote for disassembly, relocation, and reassembly of the scanner. Moving it to a new location is necessary as part of the jail booking expansion project that is currently underway. This move was anticipated and incorporated into the redesign plans. Disassembly and movement of this machine requires qualified and certified technicians due to the radiological risks involved. The quote for this move is for two technicians over three days, and is in the amount of \$10,500, which is inclusive of travel and lodging costs for the technicians.

The manufacturer recommends completion of the Windows 10 upgrade (item #2) to be completed as part of the relocation and reassembly process.

Request consideration of these proposals for commission approval on November 1.


Capt. Andrew Frobig
Jail Administrator.

Cass County Sheriff
Law Enforcement Center
1612 23rd Avenue North
P.O. Box 488
Fargo, North Dakota 58107-0488
Phone: 701-241-5800
Fax: 701-241-5806

Cass County Sheriff
Courthouse
211 9th Street South
P.O. Box 488
Fargo, North Dakota 58107-0488
Phone: 701-241-5800
Fax: 701-241-5805

Cass County Jail
450 34th Street South
Fargo, North Dakota 58103
Phone: 701-271-2900
Fax: 701-271-2967

To: Taylor Albrecht
From: Capt. Frobig
Date: October 25, 2021
Re: Suggested Motions

Here are three suggested motions for the Nov 1 meeting agenda request I submitted:

1. (For the annual service agreement)

“Move to approve a one-year service agreement with Canon, U.S.A. Inc. in the amount of \$13,000 to be paid out of the jail’s existing 2021 budget, for quarterly maintenance and servicing of the jail’s body scanner.

2. (For the body scanner computer upgrade)

“Move to approve a purchase order in the amount of \$9,900 for the purpose of upgrading the jail’s body scanner operations computer to a Windows 10 compatible computer and software, and direct that a budget adjustment be completed to account for this expense”

3. (For relocation of the body scanner)

“Move to approve a service agreement in the amount of \$10,500 for the purpose of disassembly, relocation, and reassembly of the jail’s body scanner, and direct that this expense be attached as part of the jail booking expansion construction costs.



751 Park Of Commerce
Drive, Suite 116
Boca Raton, FL 33487

PH561-893-8484

SERVICE QUOTATION

CUSTOMER:

EQUIPMENT ADDRESS:

QUOTE#	102021ET-2
DATE	October 20, 2021
CUSTOMER ID	S/N642
DISPATCH #	N/A
PRESENTED BY:	Edward Thieman

Cass County Sheriff's Office
450 34th St S
Fargo, ND 58103

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450 34th St S
Fargo, ND 58103

PH
FX

Move SecurPASS (Serial # 642)

Qty	Description	Net Price	Extended
1	Move SecurPASS system serial number 642 From: one room to another (around 100')	\$10,500.00	\$10,500.00
2	Full installation and calibration at new location		

SUBTOTAL: \$10,500.00

Terms:

1) Terms: Purchase Order Required, In the event Purchase Order is not possible Signed quote by authorized representative is

QUOTE VALID UNTIL: November 30, 2021

SALES TAX: All sales are subject to applicable sales tax. Please provide Tax Exempt Certificate if applicable.

Accepted By:

Canon Security Solutions Div.:

Date

Date

Purchase Order #