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Executive Director
Harvey Hilderbran

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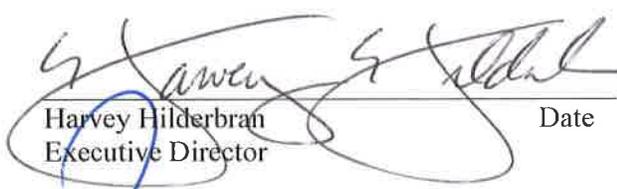
Internal Correspondence

Date: 12/15/2015
To: Harvey Hilderbran
From: Kristy Fierro
Subject: Emergency Purchase Justification

Dear Harvey Hilderbran:

The attached purchase for replacement of gate and repair of operator from Buzz Custom Fence with a cost of [\$8117.25] is requested to be acquired in accordance with Texas Government Code: Title 10, Subtitle D, Section 2155.137 (Emergency Purchase). This letter of justification is required because a minivan drove through the gate destroying the gate, card reader and possibly the gate operator. This is the primary entry and exit for property into our location, so it is very important for this gate to function properly.

This letter of justification is required in order to secure the property and is classified as an Emergency Purchase due to potential loss of property stored at the warehouse location and safety concerns of its employees arriving in the unsecured yard.



Harvey Hilderbran
Executive Director

12/16/15
Date



Richard D. Ehlert
Procurement Director

12/16/15
Date