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Executive Director
Harvey Hilderbran

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Internal Correspondence

Date: 9/28/16
To: Harvey Hilderbran
From:
Subject: Emergency Purchase Justification

Dear Harvey Hilderbran,

The attached purchase for complete entry door replacement from Austin Automatic Door with a cost of \$6,950.00 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 of the doors failure on numerous occasions, causing the building to be unsecured, and is an emergency as a Supreme Court Justice is housed at this location.

This letter of justification is required in order to replace the current door system that has failed on numerous occasions leaving the area unsecured, and is classified as an Emergency Purchase due to a threat to personal safety, and/or loss of property.

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Harvey Hilderbran
Executive Director

10/4/16

Date



Richard D. Ehlert
Procurement Director

9/30/2016

Date