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**Commissioners**  
Steve Alvis  
Brian Bailey  
Patti C. Jones  
Rigoberto "Rigo" Villarreal  
C. Price Wagner



**Executive Director**  
Mike Novak

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**Internal Correspondence**

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Date: 05/07/2019  
To: Mike Novak  
From:  
Subject: Emergency Purchase Justification

Dear Mike Novak

The attached purchase for new doors, electronic hardware and heavy duty continuous hinges with installation from Elite Entrances LLC with a cost of \$7233.00 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 door and hinge failure leaving the door unsecure and unsafe.

This letter of justification is required to secure the door and provide a safe environment and is classified as an Emergency Purchase due to HHS has receiving confirmed terroristic threat from a terminated employee. Law enforcement has recommended HHS take immediate steps to prevent work place violence

  
\_\_\_\_\_  
Mike Novak  
Executive Director

5-15-19  
\_\_\_\_\_  
Date

  
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Richard D. Ehlert  
Procurement Director

5/15/2019  
\_\_\_\_\_  
Date

