Chair
William Allensworth

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

Executive Director
Mike Novak

Mailing address:
P. O. Box 13047
Austin, TX 78711-3047
(512) 463-3446
www.tfc.state.tx.us

Internal Correspondence

Date: 07/02/2019

To: Mike Novak
From: Kevin Mathis
Subject: Emergency Purchase Justification

Dear Mr. Novak:

The attached purchase for HVAC repairs and spot cooler rental from TDIndustries with a not-to-exceed cost of $20,000.00 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 the Sam Houston Regional Library & Research Center's ("SHC") Main Building, located in Liberty, Texas, is currently without air conditioning.

This letter of justification is required in order to restore air conditioning to three critical areas of the Main Building, and is classified as an Emergency Purchase due to the following:

- Without adequate cooling to the building there is a threat to both personal safety of the TSLAC staff as well as loss of property;
- The SHC's museum, located in the Main Building, requires a quick resolution on this as the collection housed in the building (e.g., newspapers, maps, art, and other historical artifacts, etc.) has already been without climate control for two weeks;
- The remote location of the property does not lend itself to the typical bidding procedures associated with this dollar amount.
- TFC has a vendor currently on contract repairing HVAC equipment, however that contract is limited to work within the Austin metropolitan area; and
- This vendor is able to immediately mobilize to perform the needed repairs.

7.9.19

Mike Novak — Date
Executive Director

7/2/2019

Richard D. Ehlert — Date
Procurement Director