

## FORM 213 - Resource Request

<b>1. Incident Name</b>	Request for purchase of Office Furniture (COVID-19)				
<b>2. To</b>	Chief Ricardo Saldaña				
<b>3. From</b>	Rosalinda Cantu for the HC Criminal District Attorney's Office <i>R. Cantu</i>				
<b>4. Message:</b>	Emergency Purchase Notification	<b>5. Date</b>	10/14/20	<b>6. Time</b>	5:00pm
	CONTACT: ROSALINDA CANTU (956) 292-7604 rosalinda.cantu@da.co.hidalgo.tx.us				

**7. State the reason for your emergency request**

To facilitate compliance with current public health measures related to the COVID-19 public health emergency, the goal of the DA's Office is to mitigate the spread of infectious diseases such as COVID-19 through the implementation of distancing measures. In response to the COVID-19 pandemic public health emergency, the DA's Office will implement measures to distance staff in various divisions by adding cubicles which will serve as medians between the personnel. The separation created by the cubicles will minimize the need for prolonged close proximity between staff in the confined areas. In effect, the setup of the staff in these areas at this time is not ideal to contain the spread of infectious diseases.

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**8. List and describe the items and quantities (supplies/resources) being requested to procure**

Requesting approval for purchase of office furniture as follows:

Cubicles (work stations) for the (1) Misdemeanor and (2) Juvenile/Civil Division(s). See attached quote for full description of items.

Req# 00422380

*APPROVED*

**9. Acknowledged by**

<b>Name</b>	<i>Ricardo Saldaña</i>
<b>Signature</b>	<i>[Signature]</i>
<b>Position/Title</b>	<i>SUC</i>
<b>Date</b>	<i>10/15/2020</i>