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To: Purchasing Department / Budget Office
From: Abigail Dass, Office Administrator
Date: March 24, 2021
Re: Required Repair Over \$5000.00 (Non-contracted Vendor)

The X-Ray Machine located at the front entrance of the Justice Center on 405 MLK, Georgetown, TX is not working. This machine is used to scan all incoming personal belongings daily from the general public.

The name of the company who WCSO purchased the X-Ray machine from and who performs required annual maintenance is AutoClear.

AutoClear is unfortunately not part of a cooperative and the quoted required repair is \$8,385.00. Therefore, since the quote is over \$5000.00, according to purchasing goods and services guidelines, we are required to present two (2) additional comparative quotes. AutoClear is the only authorized company that can fix this specific X-Ray Machine.

I am requesting an exception to this unique situation, to approve our requisition so we can get the machine repaired as soon as possible.

Sincerely,

Abigail Dass

Office Administrator
Williamson County Sheriff's Office
Corrections Bureau
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