

To: Cheryl Wright, Division Director Procurement

Through: Christopher Boyd, Division Director, Facilities Management 

From: Linda Whitaker, Project Manager, Facilities Management

Date: November 09, 2021

Re: Justification for Procurement Exception for Fire Resistant Filing Cabinets

Pursuant to Union County Procurement Policy, Purchase of Goods, Section II, C, which states, in part, "...If in the judgement of the Division Director...the solicitation of three verbal quotations is...not in the interest of Union County, then the Division Director may purchase the item after...recording the justification for securing fewer than three (quotations)."

I am offering the following justification to exempt the Procurement requirement to solicit three verbal quotations to provide and install specialty fire resistance file cabinets for the Board of Elections Expansion and Renovation Project.

Step Up, Inc. has been involved with the Board of Elections Expansion and Renovation project and will be providing and installing furniture and seating for the project, most of which will be purchased using State Contract. However, there are (3) fire resistant filing cabinets integral to the storage needs of the project, that are not on State Contract and Step Up, Inc. can order and install this specialty storage item in conjunction with balance of the furniture and seating and in response to the timetable of the of the project.

Based on conversations with Step Up, Inc., the cost to supply the (3) fire resistant filing cabinets would be \$ 5,924.63, and therefore, Facilities has checked the market and determined it to be in the best interest of the County to exempt the Procurement requirement to solicit three verbal quotations for similar specialty shelving and issue a PO to Step Up, Inc. for the required materials and labor.