

Memorandum

Training Section



TO: Doug Debord, County Manager Signed by: *Doug DeBord*
EB22981118E544C... 11/19/2025

THRU: Darren Weekly, Sheriff DS
Initial
Jason Kennedy, Undersheriff JK
Initial

FROM: Ron Hanavan, Division Chief RH
Initial

CC: Sonia Steranko, B&L Manager SS
Initial
Carolyn Riggs, Purchasing Supervisor

DATE: November 17, 2025

SUBJ: Skaggs Uniform Purchase Waiver

I am writing to request a waiver of the county purchasing guidelines to allow for the purchase of Blauer uniforms (pants and shirts) from Skaggs Uniforms. The Douglas County Sheriff's Office (DCSO) has predominantly sourced uniforms from Galls, which holds a Sourcewell number. After reviewing this quote, it is clear that Skaggs Uniforms offers a significantly lower price for these items and includes sewing on patches and name tags in the price.

While Skaggs does not participate in formal government procurement programs, their pricing is very competitive compared to other government purchasing options available to us. Understanding the constraints of our current budget, we are seeking to operate outside the standard purchasing process to maximize our purchasing power.

This request is made in the spirit of fiscal responsibility and to ensure that the DCSO can continue to provide the necessary uniforms for our personnel without exceeding budgetary limitations.

We therefore seek approval to initiate a purchase request for uniforms from Skaggs

Thank you for your consideration.

Certificate Of Completion

Envelope Id: D35DFB6A-62AD-4B36-AB17-FC80E7E5B70C

Subject: MEMO for REVIEW & APPROVAL - 2025 Skaggs Memo Waiver RFP_111725.pdf

Contract Type:

Tuition Reimbursement Application:

Source Envelope:

Document Pages: 1

Certificate Pages: 5

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Status: Completed

Envelope Originator:

Sonia Steranko

100 Third St.

Castle Rock, CO 80104

ssteranko@dcsheriff.net

IP Address: 67.135.162.252

Record Tracking

Status: Original

11/17/2025 2:59:31 PM

Holder: Sonia Steranko

ssteranko@dcsheriff.net

Location: DocuSign

Signer Events

Ron Hanavan

rhanavan@dcsheriff.net

Division Chief

Security Level: Email, Account Authentication
(None)

Signature

Initial

Signature Adoption: Pre-selected Style

Using IP Address:

2600:100e:b0a5:3f8f:c4fb:681a:3abf:85d4

Signed using mobile

Timestamp

Sent: 11/17/2025 3:08:08 PM

Viewed: 11/17/2025 3:18:24 PM

Signed: 11/17/2025 3:19:46 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Sonia Steranko

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Budget & Logistics Manager

Douglas County Sheriff's Office

Security Level: Email, Account Authentication
(None)

Initial

Signature Adoption: Pre-selected Style

Using IP Address: 67.135.162.252

Sent: 11/17/2025 3:19:47 PM

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Signed: 11/17/2025 3:36:44 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Jason Kennedy

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Division Chief

Security Level: Email, Account Authentication
(None)

Initial

Signature Adoption: Pre-selected Style

Using IP Address: 67.135.162.252

Sent: 11/17/2025 3:36:45 PM

Viewed: 11/19/2025 8:03:52 AM

Signed: 11/19/2025 8:04:24 AM

Electronic Record and Signature Disclosure:

Accepted: 11/19/2025 8:03:52 AM

ID: 80e0d401-3639-4ca4-8ff6-ea9dfcca36e9

Sheriff Darren Weekly

dweekly@dcsheriff.net

Darren M. Weekly Sheriff

Security Level: Email, Account Authentication
(None)

DS

Signature Adoption: Pre-selected Style

Using IP Address: 67.135.160.252

Sent: 11/19/2025 8:04:29 AM


Viewed: 11/19/2025 2:10:49 PM

Signed: 11/19/2025 2:10:56 PM

Electronic Record and Signature Disclosure:

Accepted: 11/19/2025 2:10:49 PM

ID: e9e37c53-7f06-4294-952e-a3b71ac99479

Signer Events	Signature	Timestamp
Doug DeBord ddebord@douglas.co.us County Manager Security Level: Email, Account Authentication (None)	<div>Signed by:  EB22981118E544C...</div> <div>Signature Adoption: Pre-selected Style Using IP Address: 67.135.162.224</div>	Sent: 11/19/2025 2:10:58 PM Viewed: 11/19/2025 2:48:44 PM Signed: 11/19/2025 2:48:50 PM

Electronic Record and Signature Disclosure:
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Carolyn Riggs CRiggs@douglas.co.us Douglas County Government, Colorado Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 11/19/2025 2:48:51 PM Viewed: 11/19/2025 3:53:15 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/17/2025 3:08:09 PM
Certified Delivered	Security Checked	11/19/2025 2:48:44 PM
Signing Complete	Security Checked	11/19/2025 2:48:50 PM
Completed	Security Checked	11/19/2025 2:48:51 PM
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