

# Purchase Requisition County of Webb



MEDICAL EXAMINER'S OFFICE

Department

Requisitioned By

Phone No.

956-722-7054

Req. Number

Req. Date

Deliver To

*St. 1  
Governmental Sub*

Capital Outlay (Attach Minutes)	
Commodity Code	
Applicable Item	

E-Mail Standard  
Purchase Requisition

E-Mail Capital Outlay Requisition

Official's Affidavit:  
I hereby certify that there is an available balance in my approved budget for the current year sufficient to pay for the item(s) requested and that the items are absolutely necessary for the discharge of my official duties.

Submitting this form from Appropriate Official's E-Mail Constitutes Signature

Elected / Appointed Official's Signature

ACCOUNT NUMBER	COMMODITY CODE	ITEM DESCRIPTION	QTY	PRICE PER UNIT	DATE NEEDED/BY	PURPOSE	AMOUNT
603-0101-8801	18-967-280	BELL COMPUTER	1	\$1,314.86	05/05/2014	Update to support database.	\$1,314.86
603-0101-8801	18-967-280	COMPUTER SOFTWARE	1	\$445.30	05/05/2014	Update to support database.	\$445.30
603-0101-8801	12-445-080	AUTOPSY SAW	1	\$2,330.00	05/05/2014	To complete autopsies.	\$2,330.00
							445.30
TOTAL AMOUNT							\$4,090.16



Total Cost of item(s) being purchased: \$ 4090.16

Do you have 3 quotes for all items listed above? Yes \_\_\_\_\_ N X Items are under contract.

What is the purpose of each item(s) requested? 1. Computer with updated software are needed for the employees to do their jobs. The computer is an old hand-me-down with old software and cannot support the MEI database program. 2. Autopsy Saw is needed to complete autopsies (cutting through rib cage and revoming brains). The average life of one saw is 1-2 years.

If the purchase is to replace item(s) is the item(s) being replaced currently in use?

Yes X (some) No X (some)

What is the impact or risk potential if we don't purchase item(s)? If we cannot purchase the computers, we will need to let one employee go because he has no working equipment with which to do his job. We are already extremely short staffed. Without a new autopsy saw we cannot complete required autopsies.

Please Circle Priority: Critical Upgrade Desirable

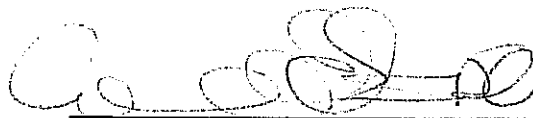
PRIORITY 1: CRITICAL – Required to prevent a **critical** reduction in service, operating efficiency, economy, and/or safety; to protect valuable property; and/or comply with insurance or code requirements.

PRIORITY 2: UPGRADE – Required for significant **upgrade** in service, operating efficiency, economy and/or safety of current operations.

PRIORITY 3: DESIRABLE – Required to introduce **desirable**, but optional new service, program, faculty or staff, or to make small improvements in operating efficiency, economy and/or safety.

Required with this form:

- Price quotes
- Pictures of item(s) to be replaced
- 5 copies



Department Head Signature

Date: 4/30/14

\*\*\*\* Please note this form must be filled out in its entirety for purchase to be considered for approval \*\*\*\*



Pricing Proposal  
 Quotation #: 8111986  
 Created On: 6/4/2014  
 Valid Until: 6/30/2014

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**WEBB CO**

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**Gus Ornelas**  
 1110 WASHINGTON ST  
 LAREDO, TX 78040  
 United States  
 Phone: (956) 523-4893  
 Fax:  
 Email: gornelas@webbcountytx.gov

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**Account Representative**

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**Kerri Fitzmorris**  
 1301 South Mo-Pac Expressway  
 Suite 375  
 Austin, TX 78746  
 Texas@shi.com\*  
 Phone: 1-800-870-6079  
 Fax: 512-732-0232  
 Email: Kerri\_Fitzmorris@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Microsoft Office Professional Plus 2013 - License - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: 79P-04712	1	\$328.20	\$328.20
2 Microsoft Exchange Server 2013 Standard CAL - License - 1 user CAL - Select, Select Plus - Win - Single Language Microsoft - Part#: 381-04355	1	\$51.00	\$51.00
3 Microsoft Windows Server 2012 - License - 1 device CAL - Select, Select Plus - Single Language Microsoft - Part#: R18-04301	1	\$19.00	\$19.00
4 Microsoft System Center Configuration Manager Client ML - License & software assurance - 1 operating system environment (OSE) - Select, Select Plus - Win - Single Language Microsoft - Part#: J5A-00172	1	\$47.10	\$47.10
		<b>Total</b>	<b>\$445.30</b>

**Additional Comments**

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Thank you for choosing SHI Government Solutions.

The Products and Services above are available from SHI Government Solutions via DIR Contract # DIR-SDD-2503.

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*The Products offered under this proposal are subject to the SHI Return Policy posted at [www.shi.com/returnpolicy](http://www.shi.com/returnpolicy), unless there is an existing agreement between SHI and the Customer.*