



**Webb County
Purchase Justification Form**

Funding Sources Requested:

_____ Capital Outlay Fund #To be Determined

_____ Building Improvement Fund #

Department: Utilities

Department Head: Adrian G. Montemayor

Number of Dept. Employees: 18

Item	Qty	Qty on Hand	Condition of Item being replaced: Poor/Fair/Good	Unit Price	Extended Price
Repairs on the High Service Pump Motors	4	4	Fair	\$5,500.00	\$5,500.00

RECEIVED
2019 JUL 9 AM 7 59
WEBB COUNTY
PURCHASING DEPT.

Total Cost of item(s) being purchased: \$5,500.00

Do you have 3 quotes for all items listed above? Yes ___ No X

What is the purpose of each item(s) requested? Take all four (50) hp 3500RPM Motor out and change out Bearings, Dip and Bake Motor, and Machine work if needed. Labor and parts included.

Vendor is under the Annual Contract Bid# 2013-85

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

Yes ___ No X

What is the impact or risk potential if we don't purchase item(s)? There is a high risk that our High Service Motors may fail because they are now on their extend Life Time at the moment. If this motors fail this will cause major problems at the Distribution System.

Please Circle Priority: (Critical) Upgrade Desirable

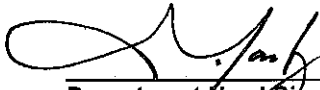
PRIORITY 1: CRITICAL – Required to prevent a **critical** reduction in service, operating efficiency, economy, and/or safety; to protect valuable property; and/or comply with insurance or code requirements.

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: 7/8/14

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

RECEIVED
2014 JUL 9 AM 7 59
WEBB COUNTY
PURCHASING DEPT.