

Total Cost of item(s) being purchased: \$8,468.00

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

What is the purpose of each item(s) requested? To repair the major problems at the Wastewater Plant that we still have in the Hand Mode.

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

What is the impact or risk potential if we don't purchase item(s)? If no purchase is done we will continue to have this major problem with the equipment at the Rio Bravo Wastewater Treatment Plant with everything in the Hand Mode.

Please Circle Priority: **(Critical)** Upgrade Desirable

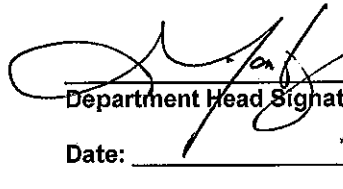
PRIORITY 1: CRITICAL – Required to prevent a **critical** reduction in service, operating efficiency, economy, and/or safety; to protect valuable property; and/or comply with insurance or code requirements.

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 55
WEBB COUNTY
PURCHASING DEPT