

## Webb County Purchase Justification Form

Funding Sources Requested:				
Capital Outlay Fund #				
Building Improvement Fund # To be Determined				
Department <u>Utilities</u>	System's Manager 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
Scope of work is to include System Inspection	1	1	Poor	\$18,248.03	\$18,248.03
Individual Equipment Inspection, and install-					
ation of Manufacturer's recommened spare					-
Part, testing and Calibration of the Equipmen					
t. Also Includes some new equipment to					
replace missing and damaged components.					
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Total Cost of item(s) being purchased	\$ <b>18,248</b> .	.03				
Do you have 3 quotes for all items list	ted above? Yes X	No				
What is the purpose of each item(s)re and/or to perform any replacements r		nir the existing parts that are damaged ards as required.				
If the purchase is to replace item(s) is	the item(s) being replaced	currently in use?				
Yes <u>X</u> No						
What is the impact or risk potential if we don't purchase item(s)? <u>Potential risk is that we are running in the only last Equipment we have and have none as spare or on Stand by.</u>						
Please Circle Priority: (Critical)	Upgrade	Desirable				
PRIORITY 1: CRITICAL – Required to prevent a <b>critical</b> 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 <b>desirable</b> , but optional new service, program, faculty or staff, or to make small improvements in operating efficiency, economy and/or safety.						
Required with this form:						
<ul> <li>Price quotes</li> <li>Pictures of item(s) to be re</li> <li>5 copies</li> </ul>		Jan S				
	5 D	ystem's Manager				

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