



**Webb County  
Purchase Justification Form**

Funding Sources Requested:

\_\_\_\_\_ Capital Outlay Fund #

\_\_\_\_\_ Building Improvement Fund # 745-3001-8801-8

Department Utilities

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
I&C Field Service Audit and Evaluation to	1	1	Poor	\$9,921.67	\$9,921.67
Include one (1) I&C Engineer (4) five (8) eight					
Hour days onsite, including (1) travel day, and					
Travel with living expenses. Audit to include					
Automation evaluation and repair with in the					
Allotted time. If additional time is needed it					
Will be added to the per unit price hourly					
Rate, see attached contract specifications for					
details					
Process Field Service to include one (1) Proce	1	1	Poor	\$6,519.67	\$6,519.67
ss Engineer to assist with Process audit,					
Evaluation, and optimization of Hydro-cyclon					
Inclusive of (3) two (8) eight hour days onsite,					
Including (1) travel day and travel with living					
Expenses. Audit to include evaluation of					
Each Hydro-cyclone unit to include operation					
al suggestions and replacement parts as need					
ed. If additional time is needed it will be					
Added to the per unit price hourly rate, see					
Attached contract specifications for details.					

Total Cost of item(s) being purchased: \$16,441.34

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

What is the purpose of each item(s) requested? The purpose is replace the existing Hydro-cyclones Systems that need a Field Service Tech to perform their Maintenance and/or replace any parts that are not working properly and need to be updated. This System is used in the Disinfection Process System at the Rio Bravo Water Treatment Plant and is needed to get back online as required by TCEQ. This is affecting the Water Quality we produce at our Water Plant.

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

Yes X No \_\_\_\_\_

What is the impact or risk potential if we don't purchase item(s)? If Maintenance or repairs do not get done there is a high potential risk that it will affect our Water Quality we produce for the Public and may result on State Violations. Required by TCEQ.

Please Circle Priority: (Critical) Upgrade Desirable

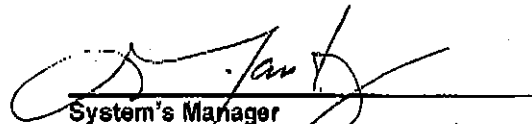
**PRIORITY 1: CRITICAL** – Required to prevent a **critical** reduction in service, operating efficiency, economy, and/or safety; to protect valuable property; and/or comply with Insurance or code requirements.

**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

  
\_\_\_\_\_  
System's Manager  
Date: 11/13/14

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