

**Purchase Requisition
County of Webb**



County Court at Law No. 1

Department

Requisitioned By

Phone No. 956-523-4340

CARPET WORLD

Req. Number

Req. Date

Deliver To

Capital Outlay (Attach Minutes)	
Court	
Approval Date	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
604-0101-8103	10-36-100	Carpet in Courtroom and two (2) interview rooms	1	\$6,866.00	02/13/2015	Office Use/Court Carpeting	\$6,866.00
604-0101-8103	10-36-100	Carpet in Office/Jury Room/Judges Chambe	1	\$5,211.00	02/13/2015	Office Use/Carpeting	\$5,211.00
		Remove/ install Benches/ chairs					See
TOTAL AMOUNT							\$12,077.00

12,577.00

Total Cost of item(s) being purchased: \$ ~~12,077.00~~ 12,577.00

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

What is the purpose of each item(s) requested? Our office is requesting new carpet, the carpeting in the Judges office has been removed due to high allergies from previous carpeting that was left unkempt. Also, the carpeting in the courtroom despite numerous shampooing; remains stained and gives a poor representation of the court.

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)? N/A

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: 2/13/15

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

CARPET WORLD

1719 Guadalupe St., Suite #3
Laredo, Texas 78043

Off. (956) 712-2660 • Cell. (956) 740-1505

INVOICE 0116
ORDER DATE 1-16-2015
INSTALLATION DATE 2 weeks

NAME Honorable Judge Hugo Mantiva PH. 523-4341
 ADDRESS Court Court F CITY Laredo STATE Texas

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	FAX 523-5058		
1)	Supply & install new carpet in Court Room		
2	Office Carpet Constant glue down installation Color: Coalition		
2)	Install new 4" Vinyl Core Base in 2 offices Brown, Black or grey		
Total Labor, Materials			6,866.00

ALL SALES FINAL • NO CASH REFUNDS • NO RETURNS

ATTN: Sherry Hernandez

Thank you
Rodolfo Sosa

RECEIVED BY:

SUB TOTAL	
TAX	N/A
TOTAL	
DEPOSIT	
BALANCE	6,866.00

THANK YOU

CARPET WORLD

1719 Guadalupe St., Suite #3
Laredo, Texas 78043

Off. (956) 712-2660 • Cell. (956) 740-1505

INVOICE 0116
ORDER DATE 1-16-2015
INSTALLATION DATE 2 weeks

NAME Honorable Judge Hugo Mantweez PH. 523-4341
 ADDRESS County Court I CITY Laredo STATE TEXAS

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	FIG # 523-5858		
1)	Carpet all offices, conference Room Court Court Carpet: Conductant glue down installation Cells: Coalition		
2)	Install new 4" Vinyl Cove base, Colors Brown, Black or Grey.		
		Total Labor & Materials	5,211.00
* Note price does not include Furniture moving.			

ALL SALES FINAL • NO CASH REFUNDS • NO RETURNS

ATTN: Sherry Hernandez Thank you
Rodolfo Guaymas

SUB TOTAL	
TAX	N/A
TOTAL	
DEPOSIT	
BALANCE	5,211.00

RECEIVED BY: _____

THANK YOU

Remove / Reinstall Benches / chairs \$500.00

COMPANY REGISTRATION & SIGNING (956) 724-4308 • 287-8854



FLOORING CONCEPTS

WEBB COUNTY 1110 WASHINGTON ST STE 101 LAREDO, TX 78040-	<table> <tr> <td>Proposal#</td> <td>3 313266 LWEBCO</td> </tr> <tr> <td>Today's Date</td> <td>1/09/2015 2:50 PM</td> </tr> <tr> <td>Quote Date</td> <td>1/09/2015</td> </tr> <tr> <td>Quoted By</td> <td></td> </tr> <tr> <td>Salesrep Name</td> <td>JESUS A CONTRERAS</td> </tr> <tr> <td>Phone #1</td> <td>956-523-4158</td> </tr> </table>	Proposal#	3 313266 LWEBCO	Today's Date	1/09/2015 2:50 PM	Quote Date	1/09/2015	Quoted By		Salesrep Name	JESUS A CONTRERAS	Phone #1	956-523-4158
Proposal#	3 313266 LWEBCO												
Today's Date	1/09/2015 2:50 PM												
Quote Date	1/09/2015												
Quoted By													
Salesrep Name	JESUS A CONTRERAS												
Phone #1	956-523-4158												

Notes and Special Instructions	Ship To
	0000 WEBB COUNTY COUNTY COURT LAW#1 LAREDO, TX 78043

Line	Style	Color	Size
001	FUNCTIONAL	EFFECTIVE	SF
002	CARPET INSTALL		SY
003	REMOVE & DISPOSE EXI	CARPET	EA
004	JOHN VCB 1/8"X4" GP1	*TBS	LF
005	VINYL BASE INSTALLAT		LF
006	MOVE FURNITURE		EA
007	FLOOR PREP		EA
008	JOHN CTA #XX-A	#47-A	EA
009	FREIGHT		EA

Sub-Total:	\$6,350.78
Sales Tax:	\$0.00
Grand Total:	\$6,350.78
Deposit:	\$0.00
Balance:	\$6,350.78

Customer Signature: _____



FLOORING CONCEPTS

WEBB COUNTY 1110 WASHINGTON ST STE 101 LAREDO, TX 78040-	Proposal# 3 313365 LWEBCO Today's Date 1/23/2015 2:55 PM Quote Date 1/23/2015 Quoted By Salesrep Name JESUS A CONTRERAS Phone #1 956-523-4158
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Notes and Special Instructions	Ship To
	0000 WEBB COUNTY COURT LAW#1- COURT ROOM LAREDO, TX 78043

Line	Style	Color	Size
001	FUNCTIONAL	EFFECTIVE	SF
002	CARPET INSTALL		SY
003	REMOVE & DISPOSE EXI	CARPET	EA
004	MOVE FURNITURE		EA
005	FLOOR PREP		EA
006	JOHN CTA #XX-A	#47-A	EA
007	FREIGHT		EA

Sub-Total: \$8,057.44
 Sales Tax: \$0.00
 Grand Total: \$8,057.44
 Deposit: \$0.00
 Balance: **\$8,057.44**

Customer Signature: _____

Cantu Interiors
1720 Chihuahua St
Laredo TX 78043-3603
956-727-44-95

January 7th 2015

Hon Judge Hugo D Martinez
County Court at Law No 1
1110 Victoria St
Laredo TX 78041

Attn: Ms Sherri Hernandez
Court Administrator

Judge Martinez,

Thank you for giving us the opportunity to quote the carpeting of your offices. On the next attached page, please find specifications on the selected carpet. In addition, we are including on the quote perimeter matching cove base. Work to be performed as follows:

- 1 - In preparation, we will remove all furniture only;
all electronic equipment will be your responsibility,
- 2 - Remove and dispose of old carpet,
- 3 - Prepare floor for installation of new carpet,
- 4 - Provide proper carpet adhesive,
- 5 - Professionally install of selected carpet and
- 6 - Install cove base with proper adhesive.

Total \$6,000.00.

Judge, with your permission, I am taking the liberty to further quote carpeting for your court room with the selected carpet as specified and the work to be performed in the same manner as mentioned before.

Total \$7,500.00.

Again thank you for the opportunity and if I may be of further help, please do not hesitate to call me.

Cantu Interiors

Vidal Cantu - Owner
956-645-04-01