

Purchase Requisition County of Webb



County Court at Law No. 1

Department
Requisitioned By
Phone No.

956-523-4340

TAPIMUNDO

Req. Number
Req. Date
Deliver To

Capital Outlay (Attach Minutes)	
Court	Item #
Approval Date	

**E-Mail Standard
Purchase Requisition**

E-Mail Capital Outlay Requisition

<p style="text-align: center;">Official's Affidavit</p> <p style="font-size: small;">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.</p> <p style="text-align: center;">Submitting this form from Appropriate Official's E-Mail Constitutes Signature</p> <p style="text-align: center;">Elected / Appointed Official's Signature</p>
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ACCOUNT NUMBER	COMMODITY CODE	ITEM DESCRIPTION	QTY.	PRICE PER UNIT	DATE NEEDED/ BY	PURPOSE	AMOUNT
604-0101-8103	10-870-900	2" Wood Blinds for a total of sixteen (16) windows with arches/ three (3) doors/ one (1) window	1	\$3,185.00	02/13/2015	Office Use	\$3,185.00
TOTAL AMOUNT							\$3,185.00

Total Cost of item(s) being purchased: \$ 3,185.00

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

What is the purpose of each item(s) requested? The current blinds that we have are in poor condition. We are asking for new ones in order to meet the standards and professionalism as other courtrooms.

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



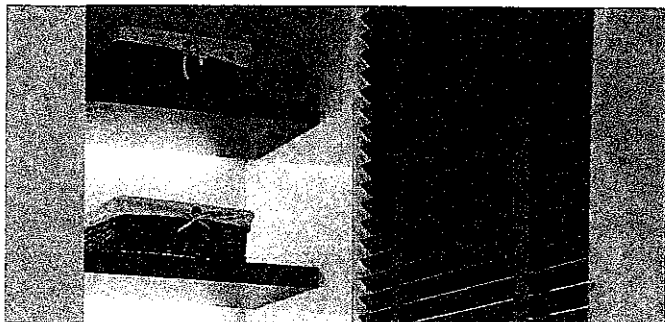
Department Head Signature

Date: 2/13/15

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

Estimate

Friday, February 6, 2015



1) **14 Regular 2" Wood Blinds, and all other blinds discussed :**

Total Price \$3,185.00

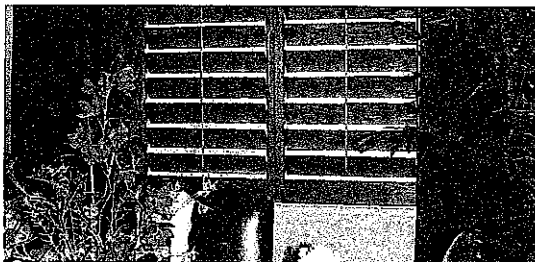
Valance is included. Paints and Stains have UV coating that prevents sun-damage, protecting the color and are guaranteed for the life of the blind.

100% Wood made in Texas. Variations in color, grain, and texture are natural characteristics.

Product offers an innovative magnetic hidden valance clip system.

Conforms with C.P.S.C. child safety guidelines.

Blinds come with a limited lifetime warranty.



2) **14 Wood Shutters includes half-moon on top, and all other blinds discussed :**

Total Price \$6,495.00.

100% Wood (poplar) similar to mahogany

Can open to the side

Limited lifetime warranty

Sincerely,

Alberto Guerrero
Owner

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 for your offices and court room 2" 100% wood blinds with valances and matching none functional fix arch blinds. To achieve better electronic visual presentations in your court room, beside the 2" wood blinds and fix arch blinds, we are including the installation of black out back arch panels and matching metal side rails. These panels and side rails will reduce transmission of exterior lite.

Blinds, arches, panels, side rails and installation:

- 6 - Offices
- 8 - Court Room
- 3 - Doors
- 1 - Window

Total \$4,500.00.

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



1401 Calle De Norte Ste # 1
Laredo, Tx 78041

Estimate

Date	Estimate #
1/21/2015	1563

Name / Address
Webb County Judge Martinez 1110 Victoria Suite # 303 Laredo, Texas 78041

P.O. No.	Terms	Due Date	Project	Estimated Date for Deliv...
		1/21/2015		

Description	Qty	U/M	Rate	Total
2" Stained Wood Blinds	14		147.00	2,058.00
2" Stained Wood Blinds Door	1		114.32	114.32
2" Top Arches	14		306.00	4,284.00

Thank You for contacting our company for a Free Estimate.

Subtotal \$6,456.32

All special orders are non refundable and a 50% is required to place the order. The entire balance is due upon installation and delivery. The estimated day is an estimate due to the unforeseen delays from manufactures, transportation companies and/or suppliers can occur. Therefore any stated or written delivery dates are only approximations and are subject to change and Avante Blinds and Shutters cannot control such delays.

Sales Tax (8.25%) \$0.00

Total \$6,456.32

Signature _____

Phone #	Fax #	E-mail
956.729.9300	956.726.3705	rdeleon@delcompanies.com