

**Purchase Requisition  
County of Webb**



Department County Court at Law No. 1  
Requisitioned By  
Phone No. 956-523-4340

Req. Number *77-Pi-mundo*

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

Electronically Appointed Official's Signature

ACCOUNT NUMBER	COMMODITY CODE	ITEM DESCRIPTION	QTY.	PRICE PER UNIT	DATE NEEDED BY	PURPOSE	AMOUNT
60-0101-8103	10-265-440	Upholstery on sixteen (16) jury room benches/twelve (12) juror seats/Judges Chair/two (2) executive chairs	1	\$1,895.00	02/13/2015	Office Use/enhance professionalism of Court Room	\$1,895.00
		<i>Foam Material</i>					<i>1,948.00</i>
TOTAL AMOUNT							<i>\$3,843.00</i>
TOTAL AMOUNT							<i>\$4,995.00</i>



## Webb County Purchase Justification Form

**Funding Sources Requested:**

Capital Outlay Fund #603-0101-8801:

Building Improvement Fund #604-0101-8103

Department County Court at Law No. 1 Department Head Hugo D. Martinez, Judge

Number of Dept. Employees 10

Item	Qty	Qty on Hand	Condition of item being replaced: Poor/Fair/Good	Unit Price	Extended Price
Upholstery on sixteen (16) jury room benches / twelve (12) juror seats/Judges Chair/two (2) executive chairs	1	0	Poor	1,895.00	1,895.00
<i>Form material</i>				<i>1,948.00</i>	<i>1,948.00</i>
					<i>\$3,843.00</i>

Total Cost of item(s) being purchased: 3,843.00  
\$ ~~1,895.00~~

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

What is the purpose of each item(s) requested? The seating in the courtroom does not meet the standards of professionalism required in a courtroom setting.

If the purchase is to replace item(s) is the item(s) being replaced currently in use?  
Yes X No \_\_\_\_\_

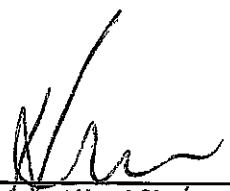
What is the impact or risk potential if we don't purchase item(s)? N/A

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.

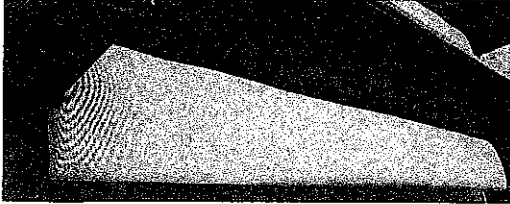
**Required with this form:**

- 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



1) Estimate 16 Benches jury room. Industrial strength fabric

\$ 83.43 Dlls Each

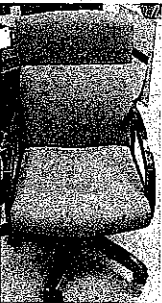
Total Price \$ 1,335.00



2) Estimate 12 Juror seats in jury room. Industrial strength fabric

\$ 21.66 Dlls Each

Total Price \$ 260.00



3) Judge Executive Chair. Industrial strength fabric  
(Includes padding on arm rest)

\$ 160.00 Dlls Each

Total Price \$ 160.00



4) Judge Executive Chair. Industrial strength fabric

\$ 70.00 Dlls Each

Total Price \$ 140.00

Foam Material \$1,948<sup>00</sup>

\$3,843.00

Grand Total for Job. \$ ~~1,895~~ Dlls.

Sincerely,

Alberto Guerrero  
Owner

# LAURA'S

## UPHOLSTERY

FREE ESTIMATES • FREE PICKUP & DELIVERY  
 616 CLARK BLVD.  
 LAREDO, TEXAS PH: 722-2034

# REQUEST FOR QUOTATION

QUOTATION No.	DATE
	01-21-15

THIS IS NOT AN ORDER

COUNTY OF WEBB  
 COUNTY COURT AT LAW No. 1  
 1110 VICTORIA  
 LAREDO, TX 78040

Quantity	Description	
14	COURT JURY BENCHES 137" TO REUPHOLSTER	
2	JURY BENCHES 101" TO REUPHOLSTER	
30	YARDS MATERIAL DURAMAX	
	HEAVY DUTY \$21.00 PER YARD =	630.00
	LABOR EACH \$80.00 =	1,280.00
12	JURY CHAIRS TO REUPHOLSTER	
6	YARDS MATERIAL DURAMAX	
	\$21.00 PER YARD	126.00
	LABOR EACH \$35.00	420.00
3	JUDGE OFFICE CHAIRS TO REUPHOLSTER	
6 1/2	YARDS MATERIAL DURAMAX	
	\$29.00 PER YARD 728 BUCK	188.50
	LABOR	270.00
	TOTAL \$	2,914.50

Vendor's Signature Rafael Brizuela

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

January 7<sup>th</sup> 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 reupholster of your office chairs, court room benches and jury chairs with your choice of material including labor.

1 – Judge's chair including wood refinishing

2 – Judge's chairs

12 – Jury chairs

16 – Benches

Total \$7,000.00

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