

Total Cost of item(s) being purchased: \$ 8,297.50

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

**(Not needed as vendor is Contract Vendor (Executive Office Supply))*

What is the purpose of each item(s) requested? The department is in dire need of new office desks for the Constable, Chief, and reception area. Offices currently have old and deteriorated furniture. Current furniture is the original furniture that was used to furnish office since before 2008, when Constable Rodriguez took office.

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)? The purchase of this furniture will assist in providing good customer service and have a presentable office for the constituents and visitors.

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:

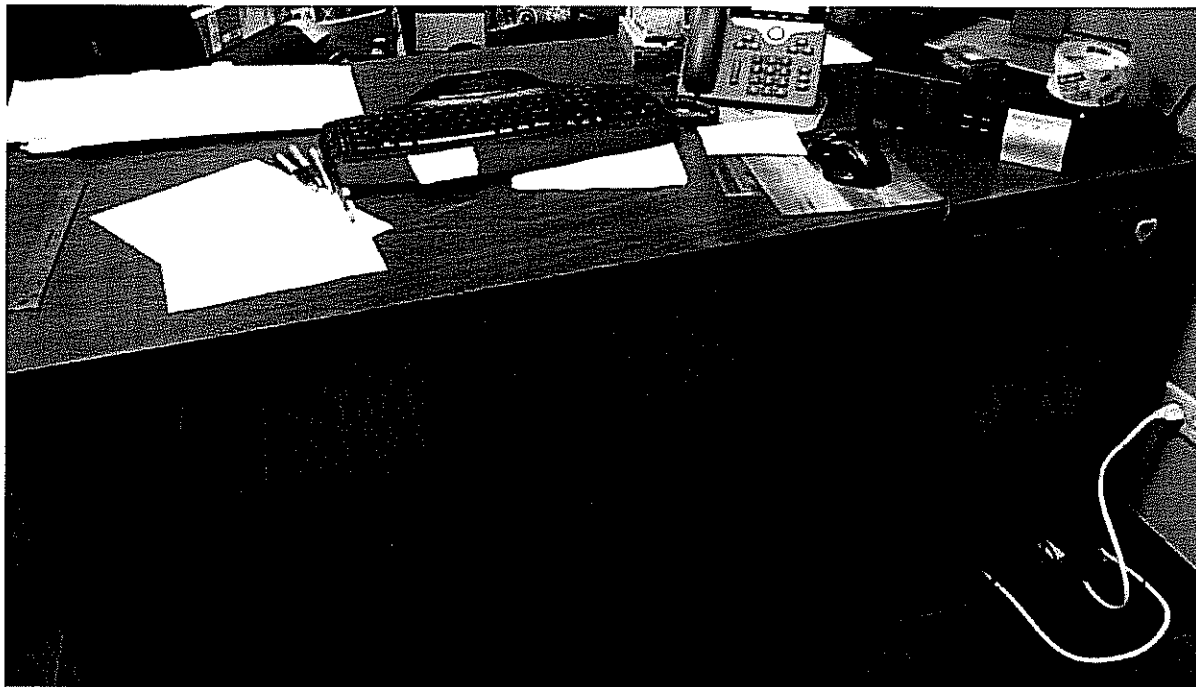
- Price quotes
- Pictures of item(s) to be replace

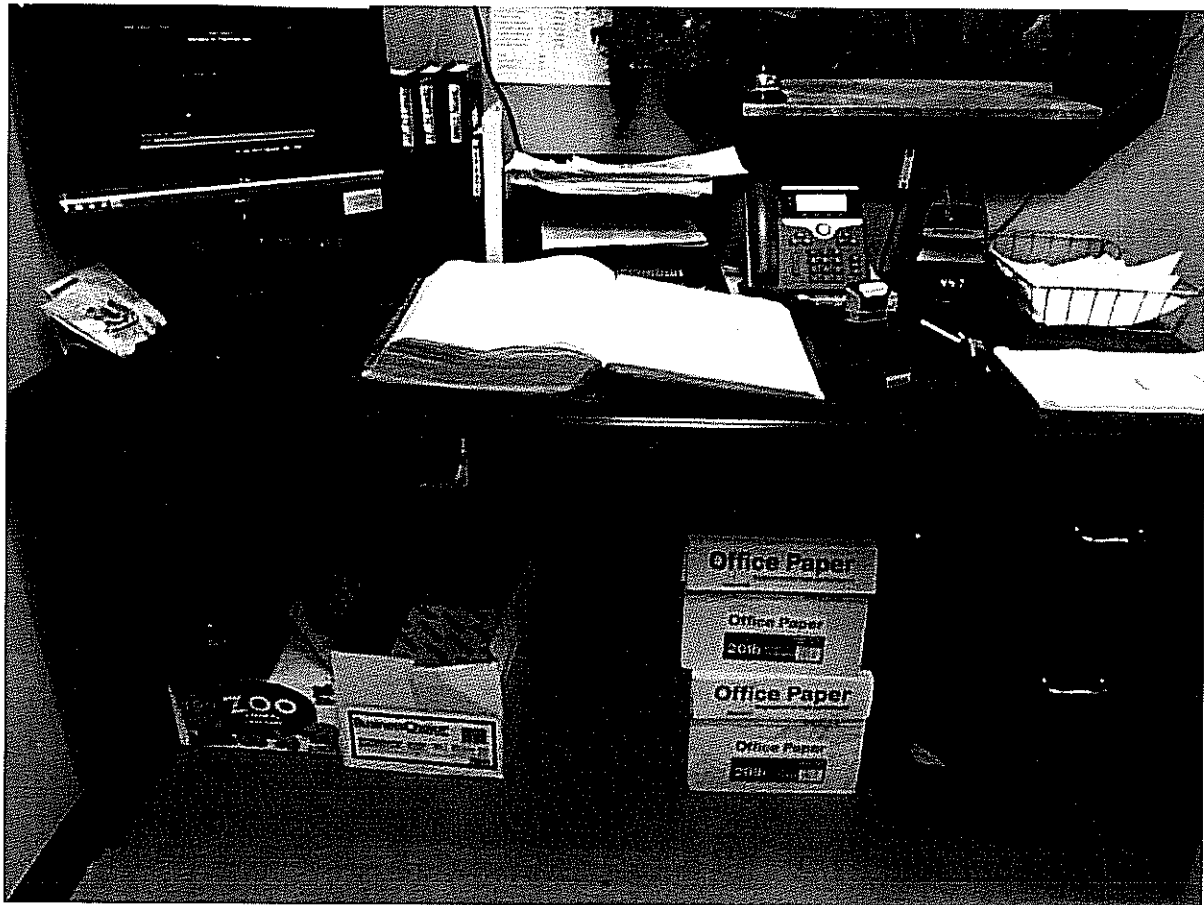

Department Head Signature

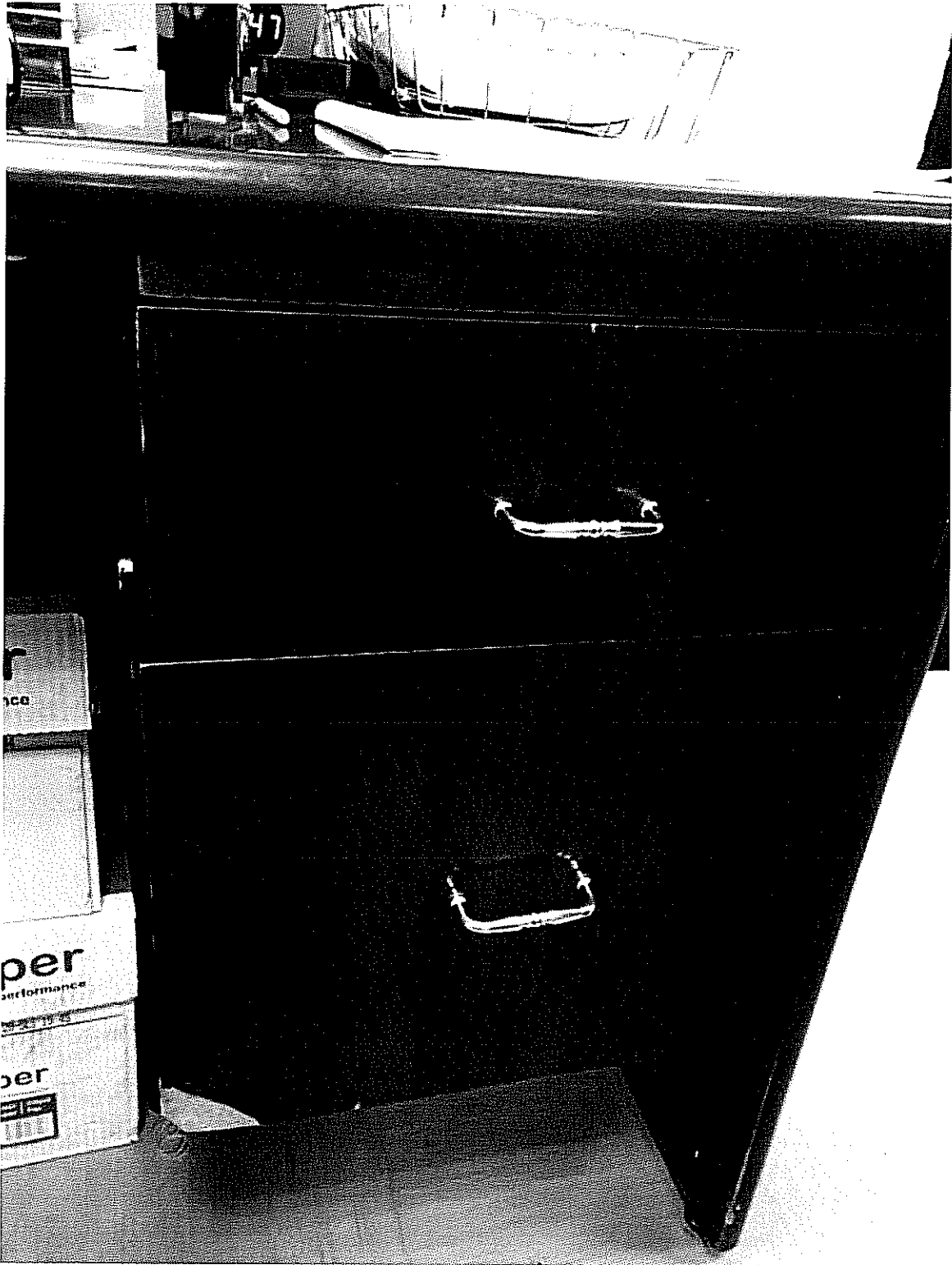
Date: 12-28-15

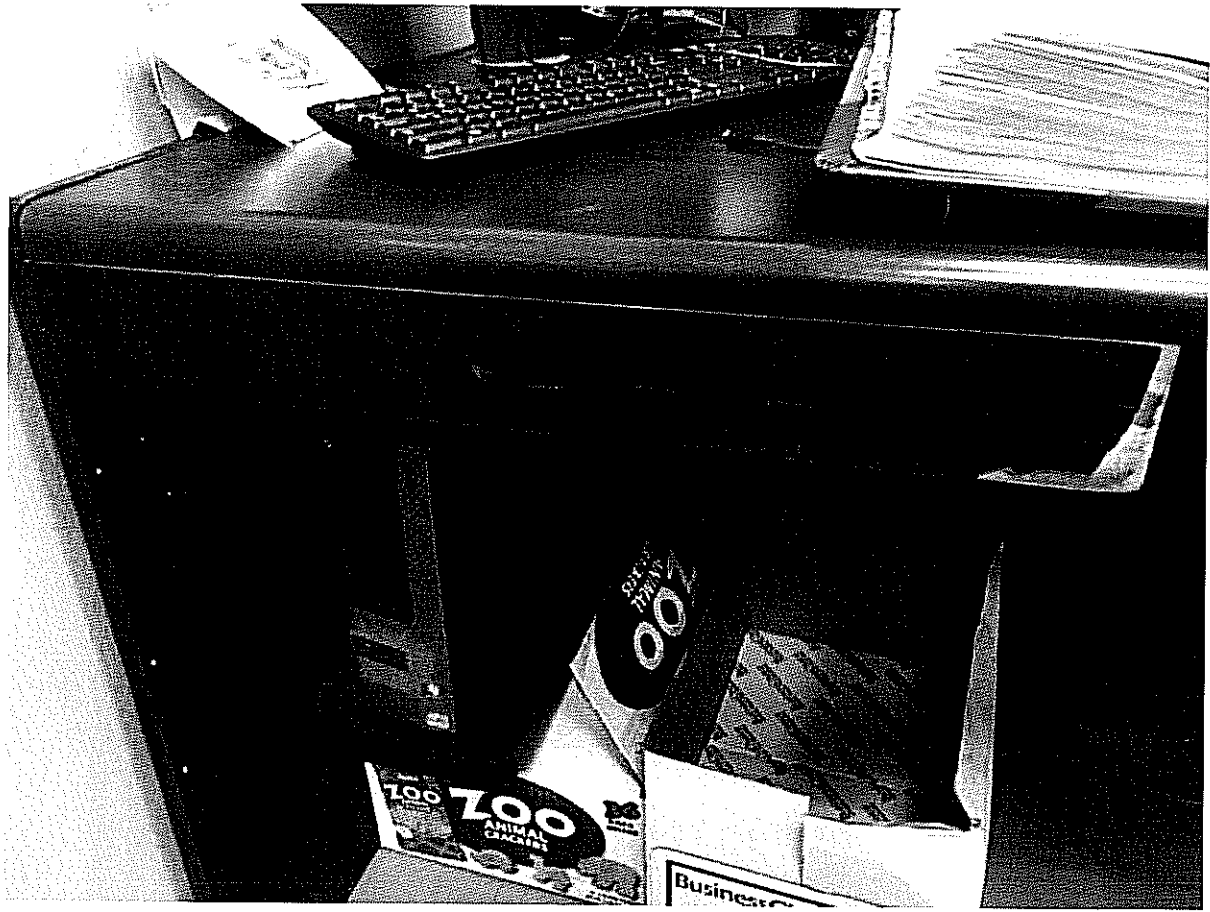
**** Please note this form must be filled out in its entirety for purchase to be considered for approval ****

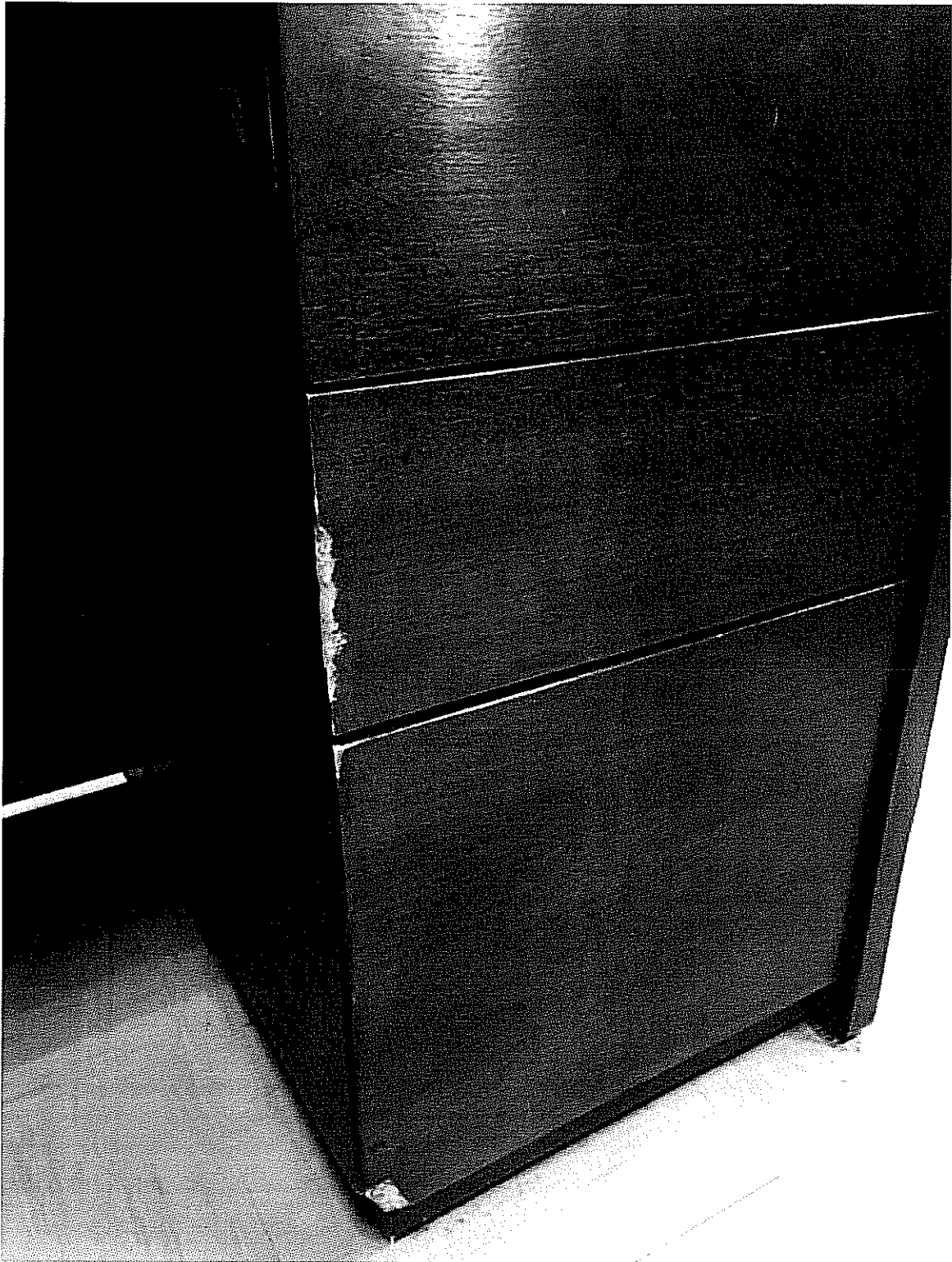










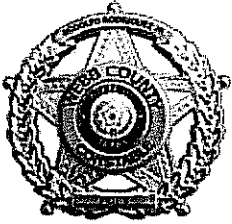


Leticia Gutierrez

From: Alberto Torres
Sent: Monday, December 28, 2015 4:57 PM
To: Leticia Gutierrez; John Galo; Leroy R. Medford
Cc: Rodolfo Rodriguez
Subject: Capital Outlay Request
Attachments: Req.pdf; Capital outlay Justification (3).pdf

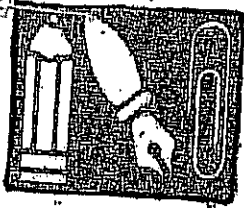
Attached, please find a request for the upcoming Capital Outlay Committee meeting. Constable Rodriguez is requesting the purchase of new office furniture for his office, the Chief's office, and reception area.

Thank you,



Alberto Torres Jr.

Public Information Officer
Webb County Constable Pct. 1
Constable Rodolfo "Rudy" Rodriguez, Jr.
1110 Victoria St. Ste. 102
Laredo, Texas 78040
Office: (956) 523-4316 Direct: (956) 523-4313
Mobile: (956) 774-5845 Fax: (956) 523-5071



EXECUTIVE OFFICE SUPPLY

3312 SANTA URSULA AVE.

LAREDO, TEXAS 78040

PHONE: (956) 722-67-81

FAX (956) 722-06-90

QUOTATION REQUISITION

DATE: 12/28/2018
 COMPANY: Webb County
 CONTACT: Albert
 FAX: _____
 TEL: _____

SHIP TO: _____
 ADDRESS: _____
 FAX: _____
 TEL: _____

A TORRES@webbcountytx.gov

QTY.	ITEM	DESCRIPTION	UNIT PRICE	AMOUNT
2	DMI 7350-30	Desk Del. Ped. ^{2048.} 60x30	1,299	2,598.00
2	DMI 7350-21	Kneespace Credenza 1,199.00	1,199.90	2,399.80
2	DMI 7350-47	Hutch w/door 4500. 60" Mahogany	899.95	1,799.90
				\$ 6,797.70
QUOTE # - <u>RL1228</u>				

8,297.50

858260

TOTAL 7049.00
SUB-TOTAL 7049.00

OFFICE SUPPLY 506-723-2332 FAX 9567248861

DMI DRENDA, KNEESPACE, WH- EA 2 1529.000
DMI DEBK, DELPED 60X30, WH- EA 2 1289.000
DMI HURCH, W/BOOKS, 60"W, WH- EA 2 990.000
SHIPPED WEIGHT (1158.000)

506-47
506-30
506-121

ATTN ALBERT TORRES

TX NUMBER CO DESCRIPTION UNIT QTY ORDER QTY B/O SHIP UNIT PRICE

01/04/16 150607-0 SALESMAN TIME 09:04:41
WRITER 102 PAGE 1
MED: QUOTE PO #1
PICK TICKET SHIPPING ADDRESS
ROUTE # (SC) WEBB COUNTY (PURCHASING DEPT)
SUITE 101 1110 WASHINGTON STREET
LOC (B) LAREDO TX 78042
TX 78044 DEPT 10064
R # 449110
OFFICE ADDRESS: 449110
TX 78044
R # 10064 DEPT
NG ADDRESS
COUNTY (PURCHASING DEPT)
01
WASHINGTON STREET
TX 78042

TX 78044
R # 10064 DEPT
NG ADDRESS
COUNTY (PURCHASING DEPT)
01
WASHINGTON STREET
TX 78042



STEP 1. SHIP TO ADDRESS INFO

* Indicates a required field

Rodolfo		Rodriguez	
Webb County Constable Pct. 1			
1110 Victoria Street			
Sta. 102			
Laredo		TEXAS	
78040			
(956) 523-4316		Extension	
We will contact you by phone only about your order and deliveries			
rurodriguez@webbcountytx.gov			

Sign up to receive emails with exclusive offers, daily deals and new product announcements.

Note: Staples.com does not ship to P.O. Boxes APO/FPO, Alaska (AK), Hawaii (HI), Puerto Rico (PR) or International addresses.)

NEXT STEP

STEP 2. PAYMENT & BILLING INFORMATION

COUPONS

Please enter your 5- or 18-digit coupon code or select redeemable rewards.

ADD/EDIT COUPONS & REWARDS

CART SUMMARY [Edit](#)

DELIVERY (1 Item)

Expected Delivery By: 7 - 14 Business Days

Bush Business Syndicate 60W x 240 Double Pedestal Kneespace	\$1,499.98 Qty.2
---	---------------------

Order Subtotal:	\$1,499.98
Oversize Shipping Fees:	\$29.98
Pre-Tax Subtotal:	\$1,499.96

TOTAL: \$1,499.96

January 7, 2016

Department: Constable 1

2 Receptionist Desk Replacing Desks

1. Second hand used; tag number removed
2. Tag #09355 from yr. 2004 (11 yrs old), in good working condition

1 Replacing Office furniture of Chief Constable-

(desk, credenza, hutch)

No tag number for desk; it is very old and small.

1 New furniture for Constable Office

(desk, credenza, hutch)

Current used furniture is Constable personal property and he wants to take it home.

Web Code: H7948R-11717



Furniture that Works.
People who Care.

We are here to help!

Call us: 800-558-1010

(http://www.nationalbusinessfurniture.com/)

Search NBF.com



Track Order (http://www.nationalbusinessfurniture.com/orderstatus.aspx) | Customer Service (http://www.nationalbusinessfurniture.com/CustomerService.aspx) | ★ GSA Contract Furniture (http://www.nationalbusinessfurniture.com/GSA-Approved-Furniture.aspx) | Healthcare Furniture (http://www.nationalbusinessfurniture.com/healthcare-furnishings) | Resource Center (http://www.nationalbusinessfurniture.com/blog) | Log In (https://www.nationalbusinessfurniture.com/Login.aspx)



Cart (6 items) (http://www.nationalbusinessfurniture.com/ShoppingCart.aspx)

- Desks (http://www.nationalbusinessfurniture.com/desks) |
- Chairs (http://www.nationalbusinessfurniture.com/chairs) |
- Tables (http://www.nationalbusinessfurniture.com/tables) |
- Reception (http://www.nationalbusinessfurniture.com/Reception-and-Lounge) |
- Filing (http://www.nationalbusinessfurniture.com/File-Cabinets) |
- More (http://www.nationalbusinessfurniture.com) |
- SALE (http://www.nationalbusinessfurniture.com/Furniture-Sale-Deal.aspx)

Need help? Call customer service at 800-558-1010.

Print Order (PopPrintableShoppingCart.aspx)

Secure Checkout

Item Information	Qty/Price /Weight	Subtotal
 Traditional Executive Desk Item Number: 10033 Color/Finish Mahogany	2 \$1,179.00 292 lbs	\$2,358.00
	Update Remove	
 Traditional Kneespace Credenza Item Number: 10043 Color/Finish Mahogany	2 \$1,095.00 174 lbs	\$2,190.00
	Update Remove	

7,732.50
Incomplete Bid



Item Information

Qty/Price

Subtotal

/Weight

2

\$1,329.00

273 lbs

\$2,658.00

Hutch with Glass Doors

Item Number: 15061
Color/Finish
English Cherry

Update |
Remove

Shipping Options

- Standard Shipping: Customer has loading dock or is able to remove the product from the truck.
- For an additional cost, product will be taken off the truck and delivered to your room of choice (allow an extra week for delivery).

Merchandise Total:	\$7,206.00
Volume Discount:	(\$360.30)
Subtotal:	\$6,845.70
Shipping:	\$886.80
Sales Tax:	Calculated at Checkout
Order Total:	\$7,732.50

Additional delivery charges will be applied on shipments to Alaska, Hawaii and U.S. territories. We do not deliver to P.O. boxes, international addresses or APO addresses. A U.S. consolidation point and a TCN# is required for overseas destinations. Please call us at 800-558-1010 with any questions.

Sales tax is applied on orders shipping to states we have a physical presence in. Federal government agencies and other tax-exempt customers will not be charged sales tax.

We accept purchase orders from government agencies, schools and many businesses.

\$ Promo Code

Promo Code

Apply

Continue Shopping

Update Cart

Secure Checkout

Talk to one of our furniture specialists

800-558-1010

Email Us

(http://www.nationalbusinessfurniture.com/Contact-National-Business-Furniture.aspx)

Web Code:

H7948R-11717

Account

My Account

(http://www.nationalbusinessfurniture.com/nationalbusinessfurniture.com)

/login.aspx

Place Your Order

(http://www.nationalbusinessfurniture.com/nationalbusinessfurniture.com)

/orderstatus.aspx

Support

Customer Service

(http://www.nationalbusinessfurniture.com/nationalbusinessfurniture.com)

/CustomerService.aspx

FAQ's

(http://www.nationalbusinessfurniture.com/nationalbusinessfurniture.com)

About Us

Who We Are

(http://www.nationalbusinessfurniture.com/nationalbusinessfurniture.com)

/ourpeople.aspx

What We Are About

(http://www.nationalbusinessfurniture.com/nationalbusinessfurniture.com)

/about-national-business-furniture.aspx

Careers

(http://www.nationalbusinessfurniture.com/nationalbusinessfurniture.com)

/careers.aspx

Sustainability Statement

(http://www.nationalbusinessfurniture.com/nationalbusinessfurniture.com)

/sustainability.aspx

Email*

Email Sign-up

Connect with us:












(https://www.facebook.com/NationalBusinessFurniture)

(https://www.facebook.com/NationalBusinessFurniture)

(https://www.facebook.com/NationalBusinessFurniture)

(http://www.twitter.com/nbfurniture)

(http://www.twitter.com/nbfurniture)

/faq.aspx	Affiliates	
(http://www.nationalbusinessfurniture.com/faq.aspx)	(http://www.nationalbusinessfurniture.com/faq.aspx)	(http://www.facebook.com/nationalbusinessfurniture)
/faq.aspx)Request a Quote	/NBF-com-AffiliateProgram.aspx	
(http://www.nationalbusinessfurniture.com/faq.aspx)	(http://www.nationalbusinessfurniture.com/AffiliateProgram.aspx)	(http://www.pinterest.com/nationalbusinessfurniture)
/requestquote.aspx	/NBF-com-	
(http://www.nationalbusinessfurniture.com/requestquote.aspx)	(http://www.nationalbusinessfurniture.com/AffiliateProgram.aspx)	(http://www.linkedin.com/company/national-business-furniture)
Request a Catalog	AffiliateProgram.aspx	
(http://www.nationalbusinessfurniture.com/requestcatalog.aspx)	(http://www.nationalbusinessfurniture.com/AffiliateProgram.aspx)	(http://www.twitter.com/nationalbusinessfurniture)
/catalogrequest.aspx	/NBF-com-	
(http://www.nationalbusinessfurniture.com/catalogrequest.aspx)	(http://www.nationalbusinessfurniture.com/AffiliateProgram.aspx)	(http://www.instagram.com/nationalbusinessfurniture)
Contact Us	AffiliateProgram.aspx)En	
(http://www.nationalbusinessfurniture.com/contact-us)	(http://www.nationalbusinessfurniture.com/AffiliateProgram.aspx)	(https://plus.google.com/106607752681302059214)
/Contact-National-Business-Furniture.aspx	/Contact-National-Business-	
(http://www.nationalbusinessfurniture.com/contact-national-business-furniture.aspx)	(http://www.nationalbusinessfurniture.com/contact-national-business-furniture.aspx)	(http://www.youtube.com/watch?v=...)
Shipping Policies	/mitlca.aspx?lang=sp	
(http://www.nationalbusinessfurniture.com/faq.aspx#FS)	(http://www.nationalbusinessfurniture.com/faq.aspx#FS)	(http://www.facebook.com/nationalbusinessfurniture)
/FAQ.aspx#FS)	Privacy & Security	
(http://www.nationalbusinessfurniture.com/faq.aspx#SV)	(http://www.nationalbusinessfurniture.com/faq.aspx#SV)	(http://www.nationalbusinessfurniture.com/blog)
Returns	/privacy.aspx	
(http://www.nationalbusinessfurniture.com/faq.aspx#SV)	(http://www.nationalbusinessfurniture.com/privacy.aspx)	
/FAQ.aspx#SV)	Site Map	
(http://www.nationalbusinessfurniture.com/faq.aspx#SV)	(http://www.nationalbusinessfurniture.com/site-map)	
	/sitemap.aspx	
	(http://www.nationalbusinessfurniture.com/site-map)	
	/blog	
	(http://www.nationalbusinessfurniture.com/blog)	

Copyright © 1999-2016 All Rights Reserved

PATRIA OFFICE SUPPLY

REMITTANCE ADDRESS:

P.O. BOX 440110

LAREDO

CUSTOMER # 10064 DEPT TX 78044

BILLING ADDRESS

WEBB COUNTY (PURCHASING DEPT)

SUITE 101

1110 WASHINGTON STREET

LAREDO

TX 78042

956-723-2332

01/04/16 150607-0

TIME 09:04:41

PAGE 1

SALESMAN

WRITER

FEDERAL

PO #1

102

#

SHIPPING ADDRESS

WEBB COUNTY (PURCHASING DEPT)

SUITE 101

1110 WASHINGTON STREET

LAREDO

TX 78042

MEDIA

QUOTE

PICK TICKET

ROUTE # 500

BEING HELD

LOC (8)

BIN
LOC ITEM NUMBER

(X) DESCRIPTION

UNIT	ORDER QTY	E/O QTY	SHIP QTY	UNIT PRICE
------	--------------	------------	-------------	---------------

ATTN ALBERT TORRES

FAX 523 5071

7350-21

7350-30

7350-47

DWI CREDENZA, KNEESPACE, MAH	EA	2		1258.000
DWI DESK, DELPED 60X30, MAH	EA	2		1289.000
DWI HUTCH, W/2DOORS, 60"W, MAH	EA	2		900.000
SHIPPED WEIGHT (1158.000)				

PATRIA OFFICE SUPPLY 956-7232332 FAX 9567248081

SUB-TOTAL 7048.00

TOTAL 7048.00

8,587.60

PATRIA OFFICE SUPPLY
 FREIGHT ADDRESS:
 P.O. BOX 440110
 LAREDO TX 78044
 CUSTOMER # 10064 DEPT
 BILLING ADDRESS
 WEBB COUNTY (PURCHASING DEPT)
 SUITE 101
 1110 WASHINGTON STREET
 LAREDO TX 78042

956-723-2332

01/04/16 158608-0
 SALESMAN TIME 09:04:38
 WRITER 102 PAGE 1
 FEDERAL #
 PO #1
 SHIPPING ADDRESS
 WEBB COUNTY (PURCHASING DEPT)
 SUITE 101
 1110 WASHINGTON STREET
 LAREDO TX 78042

NET:
 QUOTE
 PICK TICKET
 ROUTE # 500
 BEING HELD
 LOC (8)

ITEM	LOC	ITEM NUMBER	CD	DESCRIPTION	UNIT	ORDER QTY	E/D QTY	SHIP QTY	UNIT PRICE
------	-----	-------------	----	-------------	------	-----------	---------	----------	------------

ATT ALBERT TORRES
 FAX 563-6871

63500001-03		BSH DESK, 60" DEL FED-BX 1, HVC EA				2		2	384.900
63500002-03		BSH DESK, 60" DEL FED-BX 2, HVC EA				2		2	384.900
				SHIPPED WEIGHT (420.000)					

PATRIA OFFICE SUPPLY 956-7232332 FAX 9567240081

SUB-TOTAL 1539.60
 TOTAL 1539.60