

Araceli E. Solis

From: Cesar A. Guerra
Sent: Friday, September 16, 2022 10:52 AM
To: Araceli E. Solis; Ricardo A. Rangel
Cc: Jose E. Gonzalez; Juan Guerrero; Angelica Morales; Carlos Guerra; Joe A. Lopez; Rafael Perez
Subject: Requisition #2022-7134

In following the procurement policy, our staff verified with our contracted vendors to see if they could work on unit 5804 for the needed engine overhaul.

One contracted vendor said, that they could work on the unit but needed to analyze the vehicle.

Our staff called Cervantes to see what was the status of the vehicle after their diagnostic.

Carlos from Cervantes Truck Center advised that work on the engine rebuild is underway and they are already putting the motor back together.


Due to fact that the vendor is already started the job and our department cannot secure additional quotes, it our determination that this transaction should be paid through GRP and that the requisition be cancelled.

Once the work is complete, have the vendor provide an invoice and submit the GRP to pay. You can use this email as back for the reason a GRP is being utilized.



Please note that Commissioner's Court approved the budget amendment for this repair, but they did not approve the services from Cervantes Truck Center.

This repair was still subject to following the procurement policy in securing at least 3 quotes due to the dollar amount of the cost.

Requisition List
Requisition - 2022-00007134

 Entry

Approval Status	0 of 1 at 5	Validation Status	Valid	Printed	Not Printed	Encumber Funds	Yes
Department	FIRE & EMS - Fire & EMS Department	Purchasing Address					
Vendor	7705 - CERVANTES TRUCK CENTER, INC.	G/L Date	09				
Description	Unit 5804- Engine Overhaul	Deliver by Date	09				
Category	Standard	Resolution Number					
Form Type	STANDARD - STANDARD	Bill To Location	07				
		Assigned to Buyer					

Item  Repairs and Maintenance - 100494 N  Number of Items **60** Requisition Tot

Cesar A. Guerra, Jr., CTCD, CPM

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Please visit our eProcurement portal, <https://webbcountybid.ionwave.net/> for online access to all Webb County Purchasing Solicitations

