

CITY OF HOBBS  
SOLE SOURCE/EMERGENCY

TO: CPO  
FROM: Klewis  
DATE: 8-4-17

CHECK ONE: SOLE SOURCE  EMERGENCY PURCHASE

ITEM(S)/SERVICE(S) TO BE PURCHASED: Yearly Maintenance Fee  
2018-2019

Award To (If new vendor make sure address is on this form): Accela  
2633 Camino Real, Suite 500  
San Ramon, CA 94583

Phone/Fax No.

Point of Contact

COST: \$ 20,000.00

JUSTIFICATION FOR SOLE SOURCE OR EMERGENCY PURCHASE:

Yearly maintenance fee for Utility  
billing software.

Account No. 604630-42210 Prepared By: Klewis  
Department Approval: Klewis  
CPO: \_\_\_\_\_