

CITY OF HOBBS
SOLE SOURCE/EMERGENCY

TO: CPO
FROM: Shelia Baker
DATE: 6-5-2023

CHECK ONE. SOLE SOURCE _____ EMERGENCY PURCHASE X

ITEM(S)/SERVICE(S) TO BE PURCHASED: tape repair skylights at
Building Maintenance building

Award To (If new vendor make sure address is on this form): G:G Roofing

575-393-2205

Phone/Fax No.

Genaro

Point of Contact

COST: \$ 750.00

JUSTIFICATION FOR SOLE SOURCE OR EMERGENCY PURCHASE: Skylights
were damaged during hail storm and
needed to be repaired

Account No. 010421-42501 Prepared By: Jana White

Department Approval: Baker

CPO: Shelly Paul

See back of form for further information.