



# REQUISITION

1. Requisition Number <b>20201102001</b>	2. Routing	3. Date
	Jennifer Pena	
4. Contract Number	ILMS	

5. Procurement	6. Description and Part Number	7. Qty	8. U/I	9. Unit Price	10. Total Price
1	High Back Ergonomic Stool with Arms	2	EA	\$ 339.00	\$ 678.00
	Item #: 56325				
	Brand: OFM				
	Collection: Ergonomic Chair and Stool Collection				
	Color: Black				
2	Traditional Vinyl Guest Chair with Arms	8	EA	\$ 359.00	\$2,872.00
	Item #: 55406				
	Brand: Lessro				
	Collection: Hartford				
	Vinyl Color: Black				
	Frame Color: Cherry				

Total From First Page:				\$3,550.00
Total From Continuation Page:				15,677
<b>Use Estimated Cost if Price is Unknown</b>			11. Grand Total:	
				19,227

12. Vendor Name and Address National Business Furniture www.nbf.com Sales: 800-558-1010 Fax: 800-329-9349	13. Ordering Office International Boundary and Water Comm Attn: Legal Affairs Office 4191 N. Mesa El Paso, Texas 79902	14. Delivery Address <i>(if different from Ordering Office)</i> International Boundary and Water Comm Attn: Legal Affairs Office 4191 N. Mesa El Paso, Texas 79902
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15. Justification:  
Furniture is needed for the Legal Affairs Office.  
The new Senior Legal Advisor has no furniture.  
Furniture currently being used by the Legal Assistant and Attorney Advisor is old and damaged.

16a. Funding Detail 1900 2020 19__ 010690000 3091 IBWC 309110 3744 3122	Amount (if < 100%)
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16b. Funding Detail	Amount (if < 100%)
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17. Requestor's Name/Title <i>(Printed or Typed)</i> Brenda Porras	18. Cost Center Manager: Supplies/services listed herein are properly chargeable to the following cost data. Balances are sufficient to cover the costs thereof and funds are herein committed.
20. ILMS Initiator <i>(Printed or Typed)</i>	

21. Need by Date March 31, 2020	19. Cost Center Manager Name <i>(Printed or Typed)</i> Jennifer Pena, Chief Legal Advisor
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22. NAICS Code: 337214	23. Commodity Code: 7110
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## Continuation Sheet

5. Procurement	6. Description and Part Number	7. Qty	8. U/I	9. Unit Price	10. Total Price
3	CXO High-Back Mesh Chair with Headrest	1	EA	\$1,029.00	\$1,029.00
	Item #: 56745				
	Brand: Nightingale				
	Collection: CXO				
	Color: Black				
4	Adjustable Height L-Desk (left return)	1	EA	\$1,649.00	\$1,649.00
	Item #: 222187				
	Brand: NBF Signature Series				
	Collection: Statesman				
	Finish: Chestnut Cherry				
5	Open Bookcase: 30"x14"x72"	5	EA	\$ 449.00	\$2,245.00
	Item #: 32882				
	Brand: NBF Signature Series				
	Collection: Statesman				
	Finish: Chestnut Cherry				
6	Ajustable Height L-Desk (right return)	1	EA	\$1,649.00	\$1,649.00
	Item #: 16384				
	Brand: NBF Signature Series				
	Collection: Statesman				
	Finish: Chestnut Cherry				
7	Adjustable Height Set (right return)	1	EA	\$2,495.00	\$2,495.00
	Item: 16385				
	Brand: NBF Signature Series				
	Collection: Cumberland				
	Finish: Cherry Wood				
8	Hutch	2	EA	\$ 659.00	\$1,318.00
	Item: 13166				
	Brand: NBF Signature Series				
	Collection: Statesman				
	Finish: Chestnut Cherry				
9	4" Conference Table	1	EA	\$ 729.00	\$ 729.00
	Item: 40987				
	Brand: NBF Signature Series				
	Collection: Horizons				
	Finish: Chestnut Cherry				
10	Shipping	1	EA	\$2,563.00	\$2,563.00
11	Inside Delivery, Setup, Debris Removal	1	EA	\$2,000.00	\$2,000.00
Page Total:					15,677



# Requisition Number: 20201102001

Requisition Title: AST: LAO (Office Furniture)

Purchase Request: PR9085268

Request Type: Requisition

Requesting Office: International Boundary and Water Commission (IBWC)

Issued on Mon, 09 Mar, 2020

Created on Mon, 09 Mar, 2020 by Rebecca M. Hardin

**Vendor:**

IBWC MISC PCARD VENDOR  
 4171 N. MESA  
 STE C100  
 EL PASO, 79902-1441  
 UNITED STATES  
 Contact: KAREN CROSS

**Ship To:**

Department of State  
 USIBWC - O & M DIV 4191 NORTH MESA ST  
 EL PASO, TX 79902-1441  
 UNITED STATES

**Bill To:**

Department of State  
 USIBWC - FINANCIAL SERVICES DIV  
 4191 NORTH MESA ST  
 EL PASO, TX 79902-1441  
 UNITED STATES

**Deliver To:**

J. Pena - Attorney

**Funding:**

Type	Amount(Local Currency)	Amount(USD)	Details
Commodity Accounting Line	\$19,227.00 USD	\$19,227.00 USD	1900-2020--19___010690000-3091-IBWC-309110-3744--3122- -----

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
1	<b>High Back Ergonomic Stool with Arms</b> Item# ... High Back Ergonomic Stool with Arms Item# 56325 Brand: OFM Collection: Ergonomic Chair and Stool Collection Color: Black		each	2	Thu, 26 Mar, 2020	\$339.00 USD	\$678.00 USD

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
2	<b>Traditional Vinyl Guest Chair with Arms</b> ... Traditional Vinyl Guest Chair with Arms Item# 55406 Brand: Lessro Collection: Hartford Vinyl Color: Black Frame Color: Cherry		each	8	Thu, 26 Mar, 2020	\$359.00 USD	\$2,872.00 USD

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
3	<b>CXO High-back Mesh Chair with Headrest</b> <b>Item#...</b>  CXO High-back Mesh Chair with Headrest Item# 56745 Brand: Nightingale Collection: CXO Color: Black		each	1	Thu, 26 Mar, 2020	\$1,029.00 USD	\$1,029.00 USD

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
4	<b>Adjustable Height L-Desk (left return)</b> <b>Item...</b>  Adjustable Height L-Desk (left return) Item# 222187 Brand: NBF Signature Series Collection: Statesman Finish: Chestnut Cherry		each	1	Thu, 26 Mar, 2020	\$1,649.00 USD	\$1,649.00 USD

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
5	<b>Open Bookcase: 30"x14"72"</b> <b>Item# 32882</b> <b>Brand...</b>  Open Bookcase: 30"x14"72" Item# 32882 Brand: NBF Signature Series Collection: Statesman Finish: Chestnut Cherry		each	5	Thu, 26 Mar, 2020	\$449.00 USD	\$2,245.00 USD

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
6	<b>Adjustable Height L-Desk (right return)</b> <b>...</b>  Adjustable Height L-Desk (right return) Item# 16384 Brand: NBF Signature Series Collection: Statesman Finish: Chestnut Cherry		each	1	Thu, 26 Mar, 2020	\$1,649.00 USD	\$1,649.00 USD

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
7	<b>Adjustable Height Set (right return)</b> <b>Item# ...</b>  Adjustable Height Set (right return) Item# 16385 Brand: NBF Signature Series Collection: Cumberland Finish: Chestnut Cherry		each	1	Thu, 26 Mar, 2020	\$2,495.00 USD	\$2,495.00 USD

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
8	<b>Hutch</b> <b>Item# 13166</b> <b>Brand: NBF Signature ...</b>		each	2	Thu, 26 Mar, 2020	\$659.00 USD	\$1,318.00 USD

Hutch  
 Item# 13166  
 Brand: NBF Signature Series  
 Collection: Statesman  
 Finish: Chestnut Cherry

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
9	<b>4' Conference Table</b> Item# 40987 Brand: ...  4' Conference Table Item# 40987 Brand: NBF Signature Series Collection: Horizons Finish: Chestnut Cherry		each	1	Thu, 26 Mar, 2020	\$729.00 USD	\$729.00 USD

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
10	<b>Shipping</b>  Shipping		each	1	Thu, 26 Mar, 2020	\$2,563.00 USD	\$2,563.00 USD

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
11	<b>Inside Delivery, Setup, Debris Removal</b>  Inside Delivery, Setup, Debris Removal		each	1	Thu, 26 Mar, 2020	\$2,000.00 USD	\$2,000.00 USD

**Total** \$19,227.00 USD

**Status: Submitted**

Approvals					
Required	Status	Reason	Approver	Approved By	Date
Required	Ready	Approver 4: B&F	IBWC Property Approvers		
Required	Pending	Approver 5: FMO	IBWC Budget		
Not Required	Ready	Approver 6: Watcher - Optional Approver	IBWC Watchers		

**Requisition Comments**

- Rebecca M. Hardin, 03/09/2020:  
Furniture is needed for the legal Affairs Office. The New Senior legal Advisor has no furniture. Furniture currently being used by the Legal Assistant and Attorney Advisor is old and damaged.

POC: Brenda Porras (915) 832-4704 (Rebecca M. Hardin, Mon, 09 Mar, 2020)

**Requisition Attachments**

- ATTACHMENT by **Rebecca M. Hardin** on Monday, March 9, 2020 at 4:36 PM  
20201102001- (IBWC -041) Legal office furniture.pdf (443977 bytes)

1 : High Back Ergonomic Stool with Arms: Item #: 56325 Price: \$339.00 (2) chairs



ITEM 2: Traditional Vinyl Guest Chair with Arms: Item #: 55406 \$359.00 (8) chairs



ITEM 3: CXO High-Back Mesh Chair with Headrest: Item#: 56745 \$1029.00 (1) chair



ITEM 4: Statesman Adjustable Height Left L-Desk 65"W: Item#: 222187 \$1,795.00 (1) desk

**Finish: Chestnut Cherry**



ITEM 5: Statesman 72" H Five Shelf Veneer Bookcase: Item#: 32882 \$489.00 (5)

**Finish: Chestnut Cherry**



ITEM 6: Statesman Adjustable Height Right L-Desk 65"W: Item#: 16384 Price: \$1795 (1) desk

**Finish: Chestnut Cherry**



ITEM 7: Statesman Adjustable Height L-Desk with Right Return and Credenza Set: **Item#: 16385**

\$2495.00 (1) desk

**Finish: Chestnut Cherry**



ITEM 8: Statesman Storage Hutch - 69"W Item # 13166 \$659.00 (2) Hutches

**Finish: Chestnut Cherry**



ITEM#9

4' Conference Table: Item#: 40987

\$729.00

(1) table

**Wood Finish: Chestnut Cherry**

