





City of Port Lavaca  
Finance Department  
202 N. Virginia St.  
Port Lavaca, Tx 77979  
accounts payable@portlavaca.org

CITY OF PORT LAVACA  
REQUISITION REQUEST FORM

Expedited Review ☐

PURCHASE  
ORDER #

(Assigned by Finance)

**Section I - General Information**

Requisitioned by: Wayne Shaffer Director of Public Works  
(Name) (Title)

DATE: 6/18/25

Name of Vendor Urban Surveying

Department: Utility Maintenance

G/L Acct #: 501-55133544.70

Project: I & I remediation (smoke testing)

Project #: \_\_\_\_\_ Line #: \_\_\_\_\_

Description of Goods/Services: Smoke testing of Main liftstation basin

Total: \$87,065

**Section II - HUB Contact Documentation - FOR PURCHASES OF \$3,000 - \$49,999**

In compliance with Chapter 252.0215 of the Texas Local Government Code and pages 13 & 14 of the City Purchasing Policy and Procedures manual, the department originating this purchase requisition certifies that: (Select A or B)

A) \_\_\_\_\_ The following Calhoun County Historically Underutilized Businesses were identified and contacted concerning this purchase:

HUB #1

HUB #2

B) ☒ No applicable Calhoun County HUBs were identified from the Comptroller of Public Accounts listing; therefore, the City is exempt from HUB contact requirements for this purchase. (Attach HUB vendor search results.)

**Section III - Competitive Quotation Documentation**

Competitive quotations are generally required for cooperative, emergency, sole source or single source purchases, with justification/sole source documentation, and approval by Finance, per pages 13-15 of the City Purchasing Policy and Procedures.

Cooperative Purchase?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	PSA/Contract # _____
Sole Source?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	
Single Source?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	
Professional Services?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Emergency Purchase?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	

\* If yes, City Manager authorization \_\_\_\_\_

Competitive Bid? ☐ Yes ☒ No

Attach bid tabulation and Council minutes

	Quotation #1 \$1,001 - \$5,000	Quotation #2 \$5,001 - \$10,000	Quotation #3 \$10,001 - \$49,999
	PO NOT REQUIRED	\$3,000	HUB Vendor Search \$49,999
Name of Company	Urban Surveying		
Telephone Number	361-578-9837		
Contact Person	Terry Ruddick		
Email Address			
Quotation #			
Total Price Quoted	\$87,065		

**Section IV - Approvals**

Department Head or Designee: [Signature]

Date: 7-30-25

To be routed for signature by Finance staff:

Finance Director: \_\_\_\_\_

Date: \_\_\_\_\_

City Manager: \_\_\_\_\_

Date: \_\_\_\_\_



**Wayne W. Shaffer  
Public Works Director  
City of Port Lavaca**

**Via email:** [wshaffer@portlavaca.org](mailto:wshaffer@portlavaca.org)

**RE: Main Lift Station Basin Smoke Testing**

Dear Mr. Shaffer,

Thank you for allowing USI the opportunity to submit a proposal to provide smoke testing services for the referenced project. Following is a list of estimated pipe lengths per size along with the corresponding fee:

6"	– 36,500 linear feet @ \$0.85 per foot =	\$31,025
8"	– 37,200 linear feet @ \$0.85 per foot =	\$31,620
10"	– 13,000 linear feet @ \$0.85 per foot =	\$11,050
12"	– 6,800 linear feet at \$0.85 per foot =	\$5,780
15"	– 6,100 linear feet at \$1.00 per foot =	\$6,100
18"	– 1,490 linear feet at \$1.00 per foot =	\$1,490
<b>Total =</b>		<b>\$87,065</b>

Please note that the pipe lengths are estimates from record drawings. We will determine actual pipe lengths during the smoke testing process.

I would welcome the opportunity to discuss timing, deliverables, etc. at your convenience. Please let me know if you have any questions or concerns.

Sincerely,

Terry T. Ruddick, C.E.O.

Victoria  
2004 N. Commerce  
Victoria, TX 77901  
361-578-9837  
Firm #: 10021100

[urbansurveying.com](http://urbansurveying.com)

