



CITY OF LAS VEGAS
 1700 North Grand Avenue
 Las Vegas, New Mexico 87701
 Phone: (505) 454-1401 Fax: (505) 454-8027

PURCHASE ORDER

PO Number: 200912

Date: 11/26/2019

Request #: 271188

Vendor #: 00244

ISSUED TO: HIGHLANDS WRECKER SERVICE
 3219 N 7TH ST
 LAS VEGAS, NM 87701

SHIP TO: City of Las Vegas
 Attn:Solid Waste Department
 35 Aragon Road
 Las Vegas, NM 87701

Vendor Fax #: (505) 425-3481

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	EXTRA MAN	35.00		630-0000-610-7408	35.00
2	1	TAX ON SERVICE	34.52		630-0000-610-7408	34.52
3	1	WRECKER SERVICE	140.00		630-0000-610-7408	140.00
4	4	MILES TO TRANSFER STATION	2.75		630-0000-610-7408	11.00
5	1	LABOR AT SCENE	225.00		630-0000-610-7408	225.00

DEPARTMENT ORDER

T Vega
11/26/19

Approved By:

Date: 11/26/2019

SUBTOTAL:	445.52
TAX:	0.00
SHIPPING:	0.00
TOTAL	445.52

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 271188

BID REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 11/25/19

PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

- \$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned or written quotes;
- \$20,000.00 TO \$59,999.99 Requires 3 written and signed quotes; (Goods or services)
- \$60,000.00 AND OVER Formal Process (Requires RFQ, RFP, RFB, etc.)

BID NO.: _____ - _____ AWARDED: ____/____/____; CONTRACT NO.: _____

(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

SPD CONTRACT; SPD NO.: _____ EXPIRES: ____/____/____.

EXEMPT PURCHASE; Provide Section No. _____.

GSA CONTRACT; GSA NO.: _____ EXPIRES: ____/____/____.

PROFESSIONAL SERVICES; _____

SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS PRIOR TO PROCURING GOODS AND/OR SERVICES.

EMERGENCY; _____ SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Extract Excavator from loading pit

IN COMPLIANCE WITH THE PROCUREMENT CODE #14-18 THE FOLLOWING QUOTES WERE OBTAINED

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED

(If needed, attach additional quote documentation to this requisition)

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
			Wrecker Service	140 ⁰⁰	140 ⁰⁰
	4		Mulo	2.75	11.00
			(labor at scene	225.00	225.00
			Exhu. Man	35.00	35.00
			Tax	345.52	345.52

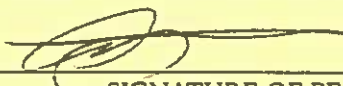
VENDOR: Highland Wrecker TOTAL: \$ 445.52

ADDRESS: _____

NM CRS NO.: _____ FEDERAL TAX NO.: _____

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET \$ _____
 EXPENDED TO DATE \$ _____
 CURRENT EXPENSE \$ _____
 BALANCE \$ _____


 SIGNATURE OF PERSON REQUESTING
630 - 0000 - 610 - 7408
 FUND DEPARTMENT ACTIVITY

APPROVED BY: Maria V. Oqu 11/26/19 BUDGET AVAILABLE YES: _____ NO: _____

Copy 1

HIGHLANDS WRECKER SERVICE L.L.C. #31

3219 SEVENTH STREET
 LAS VEGAS, NEW MEXICO 87701
 "When you care enough to want the best"
 (505) 425-8769



INVOICE # 43331

DATE 11-25-19

OWNER: NAME: <u>City of Las Vegas</u> ADDRESS: <u>Solid Waste Dept</u> CITY AND STATE: _____ TELEPHONE: _____	VEHICLE: YEAR: _____ COLOR: _____ MILEAGE: _____ MAKE: <u>Caterpillar</u> MODEL: <u>308E2 CR</u> LICENSE #: _____ STATE: _____ VIN # _____
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AUTHORIZED BY: City of LV Solid Waste Dept CLASS: D
 VEHICLE LOCATION: City of LV Solid Waste Transf. Station TOWED TO: _____

WRECKER SERVICE	140.00
ADDITIONAL MILES@ PER MILE	
ADDITIONAL MILES@ PER MILE	
DEADHEAD <u>4</u> MILES@ <u>2.75</u> PER MILE	11.00

LABOR AT SCENE:	225.00
EXTRA MAN LABOR:	35.00
OTHER SERVICES:	

STORAGE:	DAYS:	PER DAY
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R.O.# _____ P.O.# _____	SUB-TOTAL	411.00
	TAX	34.52
	TOTAL	445.52

SIGNATURE: _____



**STATE OF NEW MEXICO
EMERGENCY DETERMINATION FORM**

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Agency: *City of Las Vegas*

Agency Chief Procurement Officer: *Helen Vigil*

Telephone Number: *505-454-1401*

II. Name of Contractor: *Highland Wrecker*

Address of Contractor: *3219 7th St.
Las Vegas, NM 87701*

Amount of prospective contract: *\$445.52*

Term of prospective contract: *Completed*

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

Extract Excavator from loading Pit

IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

Needed to remove an excavator from the transport trailer loading pit.

- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

Safety devises and procedures will be put in place to further minimize future accidents.

- VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

Will obtain an open purchase order for the year to cover such events.

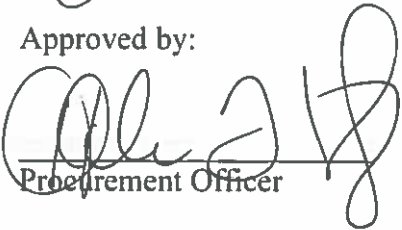
Certified by:

Date: 11-24-19


Department Director

Approved by:

Date 11/24/2019


Procurement Officer

APPROVED

Date 11/26/2019


Finance Director