



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: 190911

Date: 12/06/2018

Request #: 261133

Vendor #: 00230

ISSUED TO: HAY'S PLUMBING & HEATING
 P.O. BOX 1420
 LAS VEGAS, NM 87701

SHIP TO: City of Las Vegas
 Attn: Utilities Department
 905 12th Street
 Las Vegas, NM 87701

Vendor Fax #: (505) 454-0202

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	0	Emergency installation of metal encloser to protect chemical feed system from freezing to include insulation of feed lines	0.00		640-5700-610-7407	6,720.56

DEPARTMENT ORDER
Thega
 12/12/18

Approved By:

Date:

12/11/18

SUBTOTAL:	6,720.56
TAX:	0.00
SHIPPING:	0.00
TOTAL	6,720.56

- Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
- Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
- C.O.D. shipment will not be accepted.
- Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
- All goods are to be shipped F.O.B. Destination unless otherwise stated.
- 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.
- All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
- Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
- 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.
- The City is exempt from all federal excise and state tax - ID# 85-6000149



**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: Hays Plumbing & Heating

Address of Contractor:

600 Railroad
Las Vegas, NM 87701

Amount of prospective contract: \$6,720.54

Term of prospective contract: Upon Completion

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

Emergency installation of a metal encloser to protect the chemical feed system on the water treatment plant clarifier to prevent from freezing.

- 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.

The installation of the insulated metal enclosure will ensure the water plant can continue operations and provide the city with sufficient water that meets the required EPA standards.

- 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.).

This emergency repair will improve the operational ^{requirements} requirements of the plant and ensure that sufficient water can be treated to provide potable water to the City residents and meet EPA standards.

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

Preventive maintenance will be conducted and reported to prevent future problems with system. RFP for commercial critical plumbing services, for unplanned or unexpected issues.

Certified by:

Date: 12/6/2018



Agency Chief Procurement Officer

Agency Approval by:

Date: _____

Cabinet Secretary/Governmental Entity Head or Designee