



**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:** 191234

**Date:** 02/20/2019

**Request #:** 261601

**Vendor #:** 00244

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

**SHIP TO:** City of Las Vegas  
 Attn:Purchasing Department  
 1700 N. Grand Avenue  
 Las Vegas, NM 87701

**Vendor Fax #:** (505) 425-3481

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	TAX ON SERVICE	14.28		630-5600-610-7408	14.28
2	1	PACKER TRUCK STUCK IN SNOW BEHIND EL FIDEL HO1	170.00		630-5600-610-7408	170.00

**DEPARTMENT ORDER**  
*DChang*  
 2/24/19  
*T. Lopez*  
 2/27/19

*[Signature]*

**Approved By:**

**Date:** 2/25/19

<b>SUBTOTAL:</b>	184.28
<b>TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	184.28

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



**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: S.W. Dept

Agency Chief Procurement Officer: Helen Vigil

Telephone Number:  
505 - 454 - 1401 x 1106

II. Name of Contractor:

Highlands Wheeler  
Address of Contractor:  
3219 7<sup>th</sup> Street  
Las Vegas, NM 87701

Amount of prospective contract:  
\$184.28

Term of prospective contract:  
One time

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

Had Highlands Wheeler go to alley between 5<sup>th</sup> + 6<sup>th</sup> street to remove packer truck that was stuck in snow due to inclement weather.

- 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.

Had been snowing all morning driver goes out @ 4:00 a.m. and got stuck therefore blocking alley way.

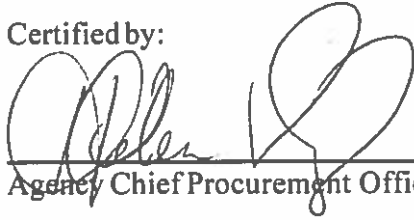
- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

This was a unique situation, due to inclement weather had to request wrecker service to remove packer truck from alleyway because alleyways cannot be blocked.

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

Will assess weather & road conditions before taking out trucks.

Certified by:



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Agency Chief Procurement Officer

Date: 2/20/2019

Agency Approval by:



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Governmental Entity Head or Designee

Date: 2/20/19



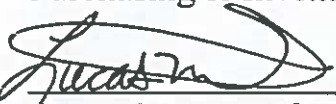
# CITY OF LAS VEGAS

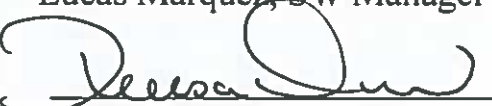
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**TONITA GURULÉ-GIRÓN**  
Mayor

## MEMORANDUM

To: Helen Vigil,  
Purchasing & Inventory

Thur:   
Lucas Marquez, SW Manager

Fr:   
Teresa Duran, SW Dept.

Date: February 21, 2019

On January 14, 2019 I received a call from Roy Roybal at 6:00 a.m. Packer Driver he was stuck in the alleyway between 5<sup>th</sup> and 6<sup>th</sup> street due to the inclement weather. I then called the Utilities Director Maria Gilvarry on how to proceed with the emergency, she stated to call Highlands Wrecker to get the packer truck pulled since it was blocking the alley way, I did not submit an emergency determination form within the 3 days since I was not aware of the process, I was gone for 3 weeks and I had not received an invoice prior. I have since talked to Helen and she has advised me of procedures so this does not happen again.

Should you have any further question or require additional information, Please feel free to contact me at 429-0214.



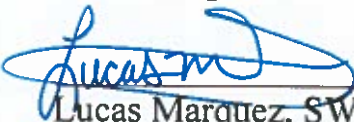
# CITY OF LAS VEGAS

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**TONITA GURULÉ-GIRÓN**  
Mayor

## MEMORANDUM

TO: Helen Vigil  
Purchasing/Inventory

FR:   
Lucas Marquez, SW Manager

Date: February 2, 2019

RE: Letter of Justification –Wrecker Service

The attached requisition is for service provided from Highlands Wrecker, due to inclement weather on January 14, 2019 a packer truck unit 85 got stuck in the alley between 6<sup>th</sup> and 5<sup>th</sup> street. The wrecker was required to remove the unit from the location, approval was requested and received from Mrs. Maria Gilvarry Utilities Director prior to service being rendered.

Should you have any questions give me a call at 505-429-0214.

Copy ✓

1/16/19

# 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 # 46417

DATE 1-14-19

OWNER: NAME: <u>City of Las Vegas</u>	VEHICLE: YEAR: <u>07</u> COLOR: _____ MILEAGE: _____
ADDRESS: _____	MAKE: <u>Honda</u> MODEL: <u>Compact</u>
CITY AND STATE: _____	LICENSE #: <u>G 71989</u> STATE: <u>NM</u>
TELEPHONE: _____	VIN # <u>5Y1C1D1G1F171112104532</u>

AUTHORIZED BY: City of LV CLASS: D  
 VEHICLE LOCATION: 5th & Grand (Alley) TOWED TO: \_\_\_\_\_

WRECKER SERVICE			130.00
ADDITIONAL	MILES@	PER MILE	
ADDITIONAL	MILES@	PER MILE	
DEADHEAD	MILES@	PER MILE	

**OK FOR PAYMENT**

LABOR AT SCENE:	<u>[Signature]</u>	40.00
EXTRA MAN LABOR:	<u>Department Director</u>	
OTHER SERVICES:	P.O. # _____	

STORAGE:	DAYS:	PER DAY	
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R.O.# _____	PO.# _____	SUB-TOTAL	170.00
		TAX	14.28
		TOTAL	184.28

Charge

SIGNATURE: [Signature]