



**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:** 200583

**Date:** 09/19/2019

**Request #:** 270766

**Vendor #:** 05083

**ISSUED TO:** CREATIVE BUS SALES, INC.  
 14740 RAMONA AVE.  
 CHINO, CA 91710-

**SHIP TO:** CITY OF LAS VEGAS  
 Attn:TRANSIT-MEADOW CITY EXPRESS  
 500 RAILROAD AVE  
 LAS VEGAS, NM 87701

**Vendor Fax #:**

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	Window for unit 19	230.32		231-0000-700-7408	230.32
2	1	Sales Tax	39.17		231-0000-700-7408	39.17
3	1	Labor	250.00		231-0000-700-7408	250.00
4	1	Shop Supplies	17.11		231-0000-700-7408	17.11

**DEPARTMENT ORDER**  
*DChang*  
 9/20/19

Approved By: \_\_\_\_\_

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

9/19/2019

<b>SUBTOTAL:</b>	536.60
<b>TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	536.60

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

Dept. Order

# CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 270766

BID REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 9/19/19

**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)**

*Alert window replacement on ADA Bus*

\*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
	1.00	ea.	Parts	230.37	230.37
	1.00	ea.	Labor	250.00	250.00
	1.00	ea.	Shop Supplies	17.11	17.11
	1.00	ea.	Tray	39.17	39.17

VENDOR: *Creative Bus Sales*

TOTAL: \$ *526.60*

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]*  
SIGNATURE OF PERSON REQUESTING

*231-0000-700-7408*  
FUND DEPARTMENT ACTIVITY

APPROVED BY: *[Signature]* 9/19/19 BUDGET AVAILABLE YES: \_\_\_\_\_ NO: \_\_\_\_\_



**Creative Bus Sales, Inc.**  
 5760 Pino Ave NE  
 Albuquerque NM 87109  
 Phone #:(602) 437-0303  
 Fax #: (602) 437-0423

Invoice Number: 12003225  
 Tag Number: ESTIMATE



Date and Time In: 9/19/2019 - 10:39 AM  
 Date and Time Out: 9/19/2019 - 10:39 AM  
 Promised Date - Time: 9/19/2019 - 10:39 AM  
 Cashed Out Date:

**12003225**  
 CUSTOMER COPY

Date Appointment Initiated: 9/19/2019  
 Service Advisor: (1069E) Vincent Montoya

Meadow City Express  
 500 Railroad Ave  
 Las Vegas NM 87701

1137606

Home: (505) 454-1401 Work: (505) 454-8583 Fax: (505) 425-3773

Veh Info: 62086 17 Starcraft Allstar 22 Shuttle White

Serial Numbers: 1FDEE3FS5HDC57396 49863B

In-Srv: 9/1/2017 Miles/Hrs In: 1483 Out: Plate #:  
 Color Ex:White Int: 1 Gray Vinyl

Repair Description	Hrs	VIN	Second VIN	Mech #	Type	Qty	Ret. Price	Savings	Selling Price	Labor	Discount	Total	
											Ext Discount	Ext Price	
1 install side window	2.00	HDC57396	49863B		Service Retail					\$250.00	\$0.00	\$250.00	
CAUSE: NOTE: THIS IS AN ESTIMATE ONLY OTHER LABOR OR PARTS MAY BE NEEDED													
0035235		WINDOW, 36 X 36 TT KINRO				1.00				\$230.32	\$0.00	\$230.32	
<b>Parts Total:</b>							\$230.32	<b>Labor Total:</b>		\$250.00	<b>Job Total:</b>		\$480.32

Disclaimer for Invoices: Any warranties on the products or services sold hereby are those made by the manufacturer. The seller, Creative Bus Sales Inc, hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and Creative bus Sales Inc, neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. The statement of manufacturer's limited warranty is available on request. I agree that all repairs performed were approved and agree to pay all charges incurred from the above repair. Because of limited parking space we cannot store vehicles for lengthy periods of time. Please note that effective on the sixth day following completion of repairs, a \$30.00 per day storage fee will be assessed until the unit is removed.

Parts Total:	\$230.32
Core Total:	\$0.00
Freight Total:	\$0.00
Sublet Total:	\$0.00
Labor Total:	\$250.00
- Labor Discount:	\$0.00
Other Charges:	\$0.00
Shop Supplies:	\$17.11
Sub Total:	\$497.43
- Parts Discount:	\$0.00

Ext Price:	\$497.43
Sales Tax:	\$39.17
Total:	\$536.60
- Deductible:	\$0.00
- Deposits:	\$0.00
Amount Due:	\$536.60
Amt Tendered:	\$0.00
Chg Returned:	\$0.00

CUSTOMER COPY

Signature: \_\_\_\_\_

**Remit Payment To: Creative Bus Sales, Inc. 14740 Ramona Ave. Chino, CA 91710**

Disclaimer for Estimates: I hereby authorize the above repair work to be done with the necessary materials. You will not be held responsible for loss or damage to vehicle, or articles left in vehicle, in case of fire, theft, accident or any other cause beyond your control. I hereby grant you and your employees with permission to operate the vehicle herein described for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto.

Please select ONE of the following terms:

(a) I request an estimate in writing before you begin repairs.

Signature: \_\_\_\_\_

(b) Please proceed with repairs but call me for approval before continuing if the price exceeds \$ \_\_\_\_\_

Signature: \_\_\_\_\_

(c) I do not want an estimate and you may set the price of repairs.

Signature: \_\_\_\_\_

Because of limited parking space we cannot store vehicles for lengthy periods of time. Please note that effective on the sixth day following completion of repairs, a \$30.00 per day storage fee will be assessed until the unit is removed.

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: *Creative Bus Sales*  
Address of Contractor: *5760 Pinos Ave NE  
Albuquerque, NM 87109*  
Amount of prospective contract: *\$536.60*  
Term of prospective contract: *No contract*

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

*Window installation.*

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.

Bus was driving by City workers weed eating and a rock hit the window & shattered it. The bus is one of our wheelchair buses and is vital to our services. One local vendor could not get the window in for 2 weeks, the other said go through dealership.

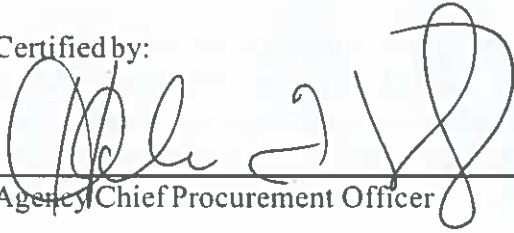
V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

One time emergency. We will have to establish an open PO using competitive bids for these situations.

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

Establish an open PO using competitive bids for these future situations.

Certified by:



Agency Chief Procurement Officer

Date:

9/19/2019

Agency Approval by:



Governmental Entity Head or Designee

Date:

9/19/19