



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: 200402

Date: 08/15/2019

Request #: 270504

Vendor #: 00244

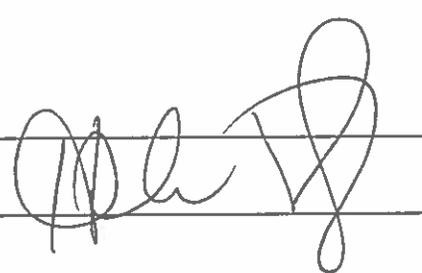
ISSUED TO: HIGHLANDS WRECKER SERVICE
 3219 N 7TH ST
 LAS VEGAS, NM 87701

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

Vendor Fax #: (505) 425-3481

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	2	Miles	4.50		231-0000-700-7408	9.00
2	1	Wrecker Services	60.00		231-0000-700-7408	60.00
3	1	Sales Tax	5.79		231-0000-700-7408	5.79

DEPARTMENT ORDER

Approved By: 

Date: 8/16/2015

SUBTOTAL:	74.79
TAX:	0.00
SHIPPING:	0.00
TOTAL	74.79

- 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: Highlands Wrecker Services

III. Address of Contractor: 3219 7th Street

Amount of prospective contract: \$74.79

Term of prospective contract: No contract

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

Tow services one way for our Transportation van.

- V. 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.

Our van broke down in an unsecure location in the middle of a route and would not operate enough to get it to our property. It needed to be moved to avoid any vandalism or theft.

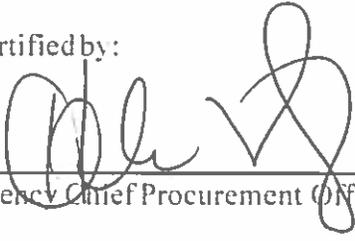
- VI. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

This was a one-time emergency and is not ongoing at this time. We will be bidding out for repairs as per the procurement process.

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

We will be bidding out for tow services and procuring an open purchase order as per procurement procedures for future services needed.

Certified by:



Agency Chief Procurement Officer

Date:

8/15/2019

Agency Approval by:



Governmental Entity Head or Designee

Date:

8/16/19

HIGHLANDS WRECKER SERVICE L.L.C.

Journal
#44

3219 SEVENTH STREET
LAS VEGAS, NEW MEXICO 87701

"When you care enough to want the best"

(505) 425-8769



INVOICE # 48029

DATE 8/12/19

OWNER:

NAME: City of LV Transportation

VEHICLE:

YEAR: 16 COLOR: _____ MILEAGE: 59,441

ADDRESS: _____

MAKE: Ford MODEL: E-350

CITY AND STATE: _____

LICENSE #: G-99014 STATE: NM

TELEPHONE: _____

VIN # 1FDDEE3FLXGDC07259

AUTHORIZED BY: Morales 454-8583 ^{Fax} 425-3773 CLASS: _____

VEHICLE LOCATION: Sierra Vista Elementary TOWED TO: LV Transportation Yard Railroad

WRECKER SERVICE

ADDITIONAL	<u>2</u>	MILES@	<u>4.50</u>	PER MILE
ADDITIONAL		MILES@		PER MILE
DEADHEAD		MILES@		PER MILE

60.00
9.00

LABOR AT SCENE:

EXTRA MAN LABOR:

OTHER SERVICES:

STORAGE:	DAYS:	PER DAY
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R.O.# _____ P.O.# _____

SUB-TOTAL 69.00

TAX 5.79

TOTAL 74.79

SIGNATURE: MCC