



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: 190875

Date: 12/03/2018

Request #: 261112

Vendor #: 01348

ISSUED TO: THE ELECTRIC HORSEMAN
 1330 6TH ST.
 LAS VEGAS, NM 87701

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

Vendor Fax #: (505) 454-4707

| ITEM | UNITS | DESCRIPTION | PRICE | PROJ | GL ACCOUNT NUMBER | AMOUNT |
|------|-------|--|-------|------|-------------------|----------|
| 1 | 0 | Installation of heat trace & control box WTP emergency repairs installation of heat trace wire for chemical feed lines & control box | 0.00 | | 640-5700-610-7407 | 6,070.16 |

DEPARTMENT ORDER
TVega
12/5/18

Approved By: _____

Date: 12/5/2018

| | |
|------------------|----------|
| SUBTOTAL: | 6,070.16 |
| TAX: | 0.00 |
| SHIPPING: | 0.00 |
| TOTAL | 6,070.16 |

- 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

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 201112500

BID REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 03 Dec 2018

PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE: OPEN PO

- \$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)

Water Treatment Plant emergency repairs installation of heat trace wire for chemical feed lines - control box

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

| DATE | NAME OF VENDOR | PHONE NUMBER | PERSON CONTACTED | PRICE QUOTED |
|------|-------------------|----------------|------------------|--------------|
| | Electric Horseman | (505) 454-4700 | Dennis Lucero | 6,070.16 |
| | | | | |

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

| LINE | QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | SUB TOTAL |
|------|----------|------|---|------------|-----------|
| 01 | 01 | EA | Installation of heat trace + control box | 6070.16 | 6,070.16 |
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VENDOR: Electric Horseman Inc. TOTAL: \$ 6070.16

ADDRESS: 148 Rudolph Dr. Las Vegas NM 87701

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 \$ 20,000
 EXPENDED TO DATE \$ pending line item transfer
 CURRENT EXPENSE \$ 6070.16
 BALANCE \$ pending line item transfer

Maria Galan
 SIGNATURE OF PERSON REQUESTING

640 - 5700 - 610 - 7407
 FUND DEPARTMENT ACTIVITY

APPROVED BY: Maria Galan 12/4/18 BUDGET AVAILABLE YES: _____ NO: _____



**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:

II. Name of Contractor:

Address of Contractor:
14B Rudolph Dr.
Las Vegas, NM 87701

Amount of prospective contract: \$6,070.16

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:

Water Treatment Plant emergency repairs installation control box and heat trace tape to prevent chemical feed line 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.**

Existing heat trace tape was in disrepair and needed to be replaced. To keep chemical line from freezing.

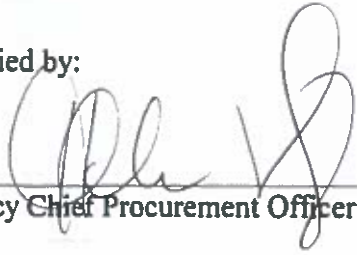
- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).**

The installation of heat trace tape will ensure the chemical feed line will not freeze and the water treatment can continue operating as designed. Continued until repaired.

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

Proper preventive maintenance will be conducted to ensure system is working properly and is not in disrepair. Submit a RFP for electrical service for technical on call services for critical work.

Certified by:



Agency Chief Procurement Officer

Date: 12/4/2018

Agency Approval by:



Cabinet Secretary/Governmental Entity Head or Designee

Date: 12/5/18