



**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:** 190576

**Date:** 09/17/2018

**Request #:** 260674

**Vendor #:** 00272

**ISSUED TO:** JEFFREY'S PLUMBING  
 P.O. BOX 568  
 LAS VEGAS, NM 87701

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

**Vendor Fax #:** (505) 425-6964

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	Emergency Repair to a gas meter hit by city vehicle	338.19		610-0000-610-7407	338.19

**DEPARTMENT ORDER**

**Approved By:**

**Date:**

9/17/18

<b>SUBTOTAL:</b>	338.19
<b>TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	338.19

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

# CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 201611ham

**BID REQUIREMENTS**

CHECK APPROPRIATE BOX

DATE:

9/14/2018

Dept. Order

**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)**

***Emergency repair to a gas meter hit by city vehicle***

\*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	ea	Repair to gas meter	\$338.19	\$338.19

VENDOR: **Jeffrey's Plumbing & Heating** TOTAL: \$ **\$338.19**

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 OF PERSON REQUESTING

**610-0000-610-7407**

FUND DEPARTMENT ACTIVITY

APPROVED BY: \_\_\_\_\_ BUDGET AVAILABLE YES: \_\_\_\_\_ NO: \_\_\_\_\_



1700 NORTH GRAND AVE.  
LAS VEGAS, NM 87701

T 505.454.1401

F 505.425.7335

LASVEGASNM.GOV

VISITLASVEGASNM.COM

## MEMORANDUM

TONITA GURULÉ-GIRÓN  
MAYOR

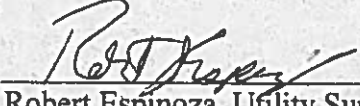
September 17, 2018

DAVID ULIBARRI  
COUNCILOR, WARD 1

VINCE HOWELL  
COUNCILOR, WARD 2

To: Helen Vigil, Purchasing Supervisor

BARBARA PEREA-CASEY  
COUNCILOR, WARD 3

Fr:   
Robert Espinoza, Utility Superintendent

DAVID L. ROMERO  
COUNCILOR, WARD 4

Re: Justification for Emergency P.O. For Jeffery's Plumbing

The waste water plant is requesting to get an emergency P.O. for Jeffery's Plumbing. A residential gas meter was damaged by the waste water Camel in the ally way. The driver was backing up and didn't see the service line and damage it so now the department has to repair customers gas line

Thank you,  
Robert Espinoza, Utility Superintendent





**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: 505-426-3245

II. Name of Contractor: Jeffrey's Plumbing & Heating, Inc

Address of Contractor:

P.O. Box  
Las Vegas, NM 87701

Amount of prospective contract: \$338.18

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:

Pressure testing home to verify gas system is holding pressure.  
Includes permit, emergency shut off, fittings to re-hook meter.

- 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.**

A gas meter was hit by a city vehicle in private property, the service needed to be reinstated ASAP.

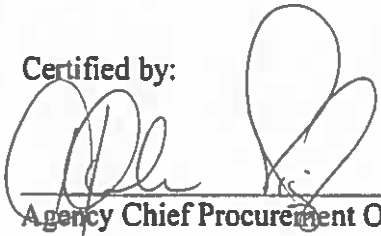
- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).**

Reinstate gas service for residence

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

Ensure that ~~vehicle and~~ employees are continuously properly trained on safety situations at all times and to be aware of their surrounding at all time.

Certified by:



Agency Chief Procurement Officer

Date: 9/17/18

Agency Approval by:

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

\_\_\_\_\_  
Cabinet Secretary/Governmental Entity Head or Designee