



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: 190521

Date: 08/30/2018

Request #: 260587

Vendor #: 05248

ISSUED TO: ADRIAN ROYBAL dba ROYBAL'S SEPTIC SERVICE
 600 PINE RIDGE RD.
 LAS VEGAS, NM 87701-

SHIP TO: City of Las Vegas
 Attn: SENIOR CITIZENS CENTER
 1700 N Grand Ave
 Las Vegas, NM 87701

Vendor Fax #:

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	EMERGENCY PO SEWERBACK UP/GREASE TRAP CLEANED 300 GALLONS	200.00		282-6200-750-7401	140.96
		CLEANED 300 GALLONS			282-6100-750-7401	57.66
		CLEANED 300 GALLONS			282-6300-750-7401	14.95

DEPARTMENT ORDER
Tvega
9/5/18

Approved By:

Date:

9/5/18

SUBTOTAL:	200.00
TAX:	13.57
SHIPPING:	0.00
TOTAL	213.57

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



TO: Tana Vega, Interim Finance Director *T. Vega*
Helen Vigil, Purchasing Agent Supervisor

FROM: *June Tafoya-Cordova*
June Tafoya-Cordova, Assistant Senior Center Manager

THRU: *Wanda Salazar*
Wanda Salazar, Senior Center Manager

DATE: August 30, 2018

We are requesting your review and approval for an Emergency Purchase Order to Roybal Septic Service in the amount of \$213.57. The reason for this Emergency was a plug up at the Las Vegas Senior Center which caused a major back up in the kitchen/dishwashing area. The grease trap was full and was causing part of the plug up issue.

Roybal's Septic Service was the only vendor at the time that could do the work on last minute notice.

Line item 282-6100-750-7401 in the amount of \$57.66, line item 282-6200-750-7401 in the amount of \$140.96 and line item 282-6300-750-7401 in the amount of \$14.95 for a total amount of \$213.57.

Thank you for your time and consideration with this matter.

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 260587

BID REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 8.30.18

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)

sewer backflow @ site

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	1	ea	Grease trap cleaning		200.00
2	1	ea	Get		13.57
			282-6100-750-7401	\$ 57.66	
			6200	\$ 140.96	
			6300	\$ 14.95	

VENDOR: Roybal's Septic Service **TOTAL:** \$ 213.57

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

see above
 FUND DEPARTMENT ACTIVITY

APPROVED BY: [Signature] 9/4/18 BUDGET AVAILABLE YES: _____ NO: _____

Roybal septic service
 600 Pine Ridge Rd 23
 Las Vegas Nm 87701

CUSTOMER'S ORDER NO.	DATE 8-30-18
NAME Senior citizens Las Vegas	
ADDRESS	
CITY, STATE, ZIP	

SOLD BY	CASH	C.O.D.	CHARGE	ON. ACCT.	MOSE RETD.	PAID OUT

QUAN.	DESCRIPTION	PRICE	AMOUNT
1	Greas Trap		
2	Cleaned		
3	300 Gals		
4			
5	Cleaned all		
6	around Hot		
7	Water running good		
8			200 ⁰⁰
9			
10			
11			
12			13 ⁵⁷
			213 ⁵⁷

RECEIVED BY *D. W. R.*

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: Roybal's Septic Service

Address of Contractor: 600 Pine Ridge Road
Las Vegas, NM 87701

Amount of prospective contract: \$213.57

Term of prospective contract: single use

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

clean grease trap (300 gallons), run hot water through sewer line

- 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 back up occurred @ the Las Vegas Senior Center. Drains were no longer draining & were backing up & over flowing into the Kitchen & Dishwash Room & Hallway's Room. City called into assist. Rodder Rutter cable was broken in drain.

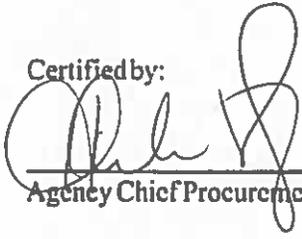
- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

Because cable from Rodder Rutter was broken in drain, we may need to cut open flooring to find pipe & dis out where cable is stuck. This may be additional cost. We need to serve seniors without a break in services.

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

We are keeping management @ City Hall informed of the plumbing issues @ the Senior Center. These issues stem back before the City managed the Senior Centers. At some point, we, the City, will need to determine when it is time to fix the plumbing issues @ the Las Vegas Site. We have contacted an Architect who gave us a quote of \$16,000 to fish the issue, not resolve the issue. We determined that was a waste of \$16,000. We also had a plumber to align locate and may have a better idea of how to proceed. Dennis, also, continues to monitor plumbing & adds de-greaser to drains.

Certified by:



Agency Chief Procurement Officer

Date: 9/4/2018

Agency Approval by:

Date: —

Cabinet Secretary/Governmental Entity Head or Designee

1 -1-127. Emergency procurements.

A. The state purchasing agent or a central purchasing office may make emergency procurements when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions; provided that emergency procurements shall be made with competition as is practicable under the circumstances.

B. An emergency condition is a situation that creates a threat to public health, welfare or safety such as may arise by reason of floods, fires, epidemics, riots, acts of terrorism, equipment failures or similar events and includes the planning and preparing for an emergency response. 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.

C. Emergency procurements shall not include the purchase or lease purchase of heavy road equipment.

D. The state purchasing agent or a central purchasing office shall use due diligence in determining the basis for the emergency procurement and for the selection of the particular contractor. The determination shall be in writing and included in the procurement file.

E. Money expended for planning and preparing for an emergency response shall be accounted for and reported to the legislative finance committee and the department of finance and administration within sixty days after the end of each fiscal year.

History: Laws 1984, ch. 65, § 100; 1987, ch. 348, § 10; 2002, ch. 84, § 1; 2013, ch. 40, § 3.

B. Within three business days of awarding an emergency procurement contract, the awarding central purchasing office within a state agency shall:

(1) provide the information described in Subsection E of this section to the department of information technology for posting on the sunshine portal; and

C. forward the same information to the legislative finance committee business days of awarding an emergency procurement contract, the local public body central purchasing office shall post the information described in Subsection E of this section on the local public body web site, if one exists.

E. All central purchasing offices shall maintain, for a minimum of three years, records of sole source and emergency procurements. The record of each such procurement shall be public record and shall contain:

(1) the contractor's name and address;

(2) the amount and term of the contract;

(3) a listing of the services, construction or items of tangible personal property procured under

the contract;

(4) whether the contract was a sole source or emergency procurement contract; and

(5) the justification for the procurement method.

History: Laws 1984, ch. 65, § 101; 1987, ch. 348, § 11; 2013, ch. 40, § 4.