



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: 190450

Date: 08/15/2018

Request #: 260453

Vendor #: 05559

ISSUED TO: SYN-TECH SYSTEMS INC
 100 FOUR POINTS WAY
 TALLAHASSEE, FL 32305-7091

SHIP TO: CITY OF LAS VEGAS
 Attn:PUBLIC WORKS
 1700 N GRAND AVE
 LAS VEGAS, NM 87701

Vendor Fax #: (850) 877-9327

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	FMU Cutting off - 1 GAL	67.50		101-5100-720-7401	67.50
2	1	Late Fee	50.00		101-5100-720-7401	50.00

Approved By: _____

Date: 8/27/18

SUBTOTAL:	117.50
TAX:	0.00
SHIPPING:	0.00
TOTAL	117.50

- 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.: 200453

BID REQUIREMENTS CHECK APPROPRIATE BOX DATE: 08.15.2018

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; B1 SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Emergency service call by IT for L.V. Airport self-service credit card machine being down

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

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
08-28-18	Suptech	18550578-2557	Sabidina	\$ 117.50

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

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
	1		Emergency service call SPM cutting out around terminal	107.50	107.50
	1		Late Fee	50.00	50.00

VENDOR: Suptech Systems LLC TOTAL: \$ 117.50

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
 101 5166 120.740
 FUND DEPARTMENT ACTIVITY

APPROVED BY: Jane Vago BUDGET AVAILABLE YES: _____ NO: _____

CITY OF LAS VEGAS
1700 NORTH GRAND AVE.
LAS VEGAS, NM 87701

T 505.454.1401
F 505.425.7335

LASVEGASNM.GOV
VISITLASVEGASNM.COM

TONITA GURULÉ-GIRÓN
MAYOR

DAVID ULIBARRI
COUNCILOR, WARD 1

VINCE HOWELL
COUNCILOR, WARD 2

BARBARA PEREA-CASEY
COUNCILOR, WARD 3

DAVID L. ROMERO
COUNCILOR, WARD 4

TO: Helen Vigil, Purchasing

FROM: Rebecca M. Martinez
Rebecca M. Martinez, Administrative Assistant II

DATE: August 15, 2018

RE: Purchase Order Justification

260453

On February 28, 2018, Kenny Roybal, IT, made an emergency service call to Syn-Tech Systems, Inc. due to the self service fuel station credit card machine being down at the Las Vegas Municipal Airport. It has been communicated to staff that any emergency purchase requires a posting within 3 business days.

After this emergency service was completed, an invoice was sent to the wrong mailing address. I was unaware of this past due invoice until I received a call from Syn-Tech. I updated the mailing address with Syn-Tech to prevent this from happening in the future.

I am requesting that a purchase order be issued to Syn-Tech Systems, Inc. in the amount of \$117.50 which includes a late fee.

Please contact me if you have any questions. Thank you.

Xc: File
Daniel Gurule, Interim Public Works Director





**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: *Syn-Tech Systems Inc-*

Address of Contractor: *100 Four Points Way Tallahassee, FL 32305*

Amount of prospective contract: *\$ 117.50*

Term of prospective contract:

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

Reset, service the Self service credit card machine for the Las Vegas Municipal Airport self service fuel station.

- 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.

Without the availability and use of the self service fuel station credit card machine, all incoming aircraft would not be able to fuel up their aircrafts during business hours or after hours. Section 13-1-127, B(1)

- 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.).

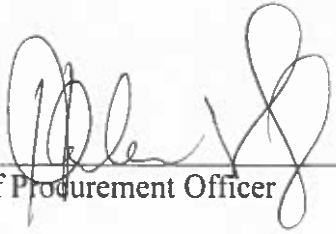
Maintenance and test the self service credit card machine more frequently.

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

Look into obtaining an Emergency Service contract with a company for the Airport self service fuel station.

Certified by:

Date: 8/24/18



Agency Chief Procurement Officer

Agency Approval by:

Date: _____

Cabinet Secretary/Governmental Entity Head or Designee

13-1-127. 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 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.

13-1-128. Sole source and emergency procurements; publication of award to agency web site and sunshine portal; content and submission of record.

A. Prior to award of a sole source procurement contract, the state purchasing agent or central purchasing office 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
- (2) forward the same information to the legislative finance committee.

B. Prior to the award of a sole source 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.

C. 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
- (2) forward the same information to the legislative finance committee.

D. Within three 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.

Emergency
clauses

Editor's note: – This section contains various parts of NMSA 13-1-1-199 regarding purchases and the procurement process. You should consult your local purchasing agent for specific policies.

13-1-126. Sole source procurement.

A contract may be awarded without competitive sealed bids or competitive sealed proposals regardless of the estimated cost when the state purchasing agent or a central purchasing office makes a determination, after conducting a good-faith review of available sources and consulting the using agency, that there is only one source for the required service, construction or item of tangible personal property. The state purchasing agent or a central purchasing office shall conduct negotiations, as appropriate, as to price, delivery and quantity in order to obtain the price most advantageous to the state agency or a local public body. A contract for the purchase of research consultant services by institutions of higher learning constitutes a sole source procurement.

History: Laws 1984, ch. 65, § 99; 1987, ch. 348, § 9.

13-1-127. Emergency procurements.

A. The state purchasing agent, a central purchasing office or a designee of either may make or authorize others to 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. A written determination of the basis for the emergency procurement and for the selection of the particular contractor shall be included in the procurement file. Emergency procurements shall not include the purchase or lease purchase of heavy road equipment.

B. An emergency condition is a situation which creates a threat to public health, welfare or safety such as may arise by reason of floods, epidemics, riots, equipment failures or similar events. 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.

History: Laws 1984, ch. 65, § 100; 1987, ch. 348, § 10.

13-1-128. Sole source and emergency procurements; content and submission or record.

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:

- A. the contractor's name and address;
- B. the amount and term of the contract;
- C. a listing of the services, construction or items of tangible personal property procured under the

INVOICE

HOME OF
FL/MASTER **SYN-TECH SYSTEMS, INC.**
Synthesizing Technology for Defense and Industry
 100 Four Points Way • Tallahassee, FL 32305 • (850) 878-2558

Invoice No.
168304

Pack List ID
308905

Your Account No.
LASAIR

Sold To:

LAS VEGAS AIRPORT
910 AIRPORT ROAD
LAS VEGAS, NM 87701

Ship To:

LAS VEGAS AIRPORT
910 AIRPORT ROAD
LAS VEGAS, NM 87701

Attn: JOHN ARAGON

Freight: Billed

Invoice Date	Ship Via	F.O.B.	Terms
2/28/18			Net 30
P.O. No.	Ship Date	Sales Person	Our Order No.
ORLANDO GONZALES	2/28/18	NANSTA LAS VEGAS AIRPORT	5148435

POC: ORLANDO GONZALES
PH: 505-454-1401
CALL ID: 18-197422

NOTES: 2/21/18 - FMU CUTTING OFF
AROUND 1 GALLON.

Quantities		B.O.	Item No.	Description	Unit Price	Ext. Price
Order	Ship					
0.50	0.50	0.0		PHONE SUPPORT	\$135.00	\$67.50
Late fee						\$50.00
TOTAL AMOUNT DUE (US \$)						\$117.50

NOTICE: Syn-Tech Systems, Inc does not collect or distribute out-of-state sales tax. Customer is responsible for direct payment of applicable sales taxes due to the State or locality in which you do business.

NOTICE: RETURNS MAY BE SUBJECT TO A 15% RE-STOCKING CHARGE.

Make all checks payable to: SYN-TECH SYSTEMS PO Box 5258 Tallahassee, FL 32314

Interest for late payment is 18% annually or 1.5% per month or fraction thereof.