



**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:** 200180

**Date:** 07/11/2019

**Request #:** 270214

**Vendor #:** 00244

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

**SHIP TO:** City of Las Vegas  
 Attn:Solid Waste Department  
 35 Aragon Road  
 Las Vegas, NM 87701

**Vendor Fax #:** (505) 425-3481

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	SERVICE CALL	45.00		630-0000-610-7402	45.00
2	1	OPEN SAFE	10.00		630-0000-610-7402	10.00
3	1	TAX	4.62		630-0000-610-7402	4.62

**DEPARTMENT ORDER**

*Waga*  
 7/12/19

**Approved By:**

**Date:**

7/12/2019

<b>SUBTOTAL:</b>	59.62
<b>TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	59.62

- 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.: 270214

**BID REQUIREMENTS**

**CHECK APPROPRIATE BOX**

DATE: 7/11/19

**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)**

*Open Safe & Solid Waste*

**\*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		Service Call	45.00	45.00
	1		Open safe	10.00	10.00
			Tax	4.62	4.62

VENDOR: Highland Unlocks TOTAL: \$ 59.62  
 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 \$ 100  
 EXPENDED TO DATE \$ \_\_\_\_\_  
 CURRENT EXPENSE \$ 59.62  
 BALANCE \$ 40.38

*Lucas*  
 SIGNATURE OF PERSON REQUESTING  
630 - 0000 - 610 - 7402  
 FUND DEPARTMENT ACTIVITY

APPROVED BY: [Signature] 7/11/19 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: 505-426-1106

II. Name of Contractor: **HIGHLANDS**

**WRECKER**

Address of Contractor: 3219 7TH

LAS VEGAS, NEW MEXICO 87701

Amount of prospective contract \$59.62

Term of prospective contract: **OPENING OF SAFE**

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract: Solid Waste has a safe that broke and would not open called Highlands Wrecker, they came to the S/W department and opened safe on site.

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.

The Solid Waste department collects money on a daily basis and the safe is used for safety measures

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.).

Purchase of new safe for the S/W Department

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

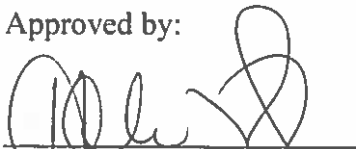
Making sure safe is well maintained and in working order

Certified by:

  
\_\_\_\_\_  
Department Director

Date: 7/11/19

Approved by:

  
\_\_\_\_\_  
Procurement Officer

Date 7/11/2019

APPROVED

  
\_\_\_\_\_  
Finance Director

Date 7/11/19

# HIGHLANDS WRECKER SERVICE, LLC

Complete Locksmith Service  
Auto Body Repair - New & Used Parts  
3219 7th Street - Las Vegas, NM 87701  
505-425-8764

CUSTOMER'S ORDER NO.		PHONE		DATE			
				7.9.19			
NAME							
ADDRESS							
<i>City of Las Vegas</i> <i>Solid Waste Dept.</i>							
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RET'D.	PAID OUT	
			X				
QTY.	DESCRIPTION					PRICE	AMOUNT
	<i>Service Call</i>						<i>45<sup>00</sup></i>
	<i>Lab. - Open Jace (Forced)</i>						<i>10<sup>00</sup></i>
						TAX	<i>4<sup>62</sup></i>
RECEIVED BY						TOTAL	<i>59<sup>62</sup></i>
<i>[Signature]</i>							

C PRODUCT 616

All claims and returned goods must be accompanied by this bill.

36481

*Thank You*