



**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:** 190874

**Date:** 11/30/2018

**Request #:** 261106

**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	WTP Emergency repairs chemical pump switch( Electr REPLACE ON OFF SWITCH	0.00		640-5700-610-7407	769.61

**DEPARTMENT ORDER**  
*TVega*  
*12/5/18*

**Approved By:**

**Date:** *12/5/2018*

<b>SUBTOTAL:</b>	769.61
<b>TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	769.61

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.: 201106000

**BID REQUIREMENTS**

**CHECK APPROPRIATE BOX**

DATE: 29 Nov 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; \_\_\_\_\_ SECTIONS 13-1-127 STATE PROCUREMENT CODE

**STATEMENT OF NEED: (Must Complete)**

Water Treatment Plant emergency repairs chemical pump switch (electrical).

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

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
	<u>Electrical Horseman</u>	<u>(505) 454-4700</u>	<u>Dennis Lucero</u>	<u>769.61</u>

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

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
<u>01</u>	<u>01</u>	<u>EA</u>	<u>Replace On/off switch</u>	<u>769.61</u>	<u>769.61</u>

VENDOR: Electrical Horseman Inc      TOTAL: \$ 769.61  
 ADDRESS: 14B 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                      \$ 20,000.00  
 EXPENDED TO DATE      \$ 12,971.11  
 CURRENT EXPENSE        \$ 769.61  
 BALANCE                    \$ 6,259.28

[Signature]  
 SIGNATURE OF PERSON REQUESTING  
640-5700-610-7407  
 FUND                      DEPARTMENT                      ACTIVITY

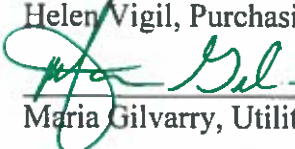
APPROVED BY: [Signature] 12/4/18      BUDGET AVAILABLE    YES: \_\_\_\_\_ NO: \_\_\_\_\_

012



**TONITA GURULÉ-GIRÓN**  
**Mayor**

**MEMORANDUM**

TO: Helen Vigil, Purchasing Agent  
FROM:   
Maria Gilvarry, Utilities Director  
DATE: November 30, 2018  
RE: Water Treatment Plant Corrective Measures

Following recent issues at the water treatment plant immediate corrective measures were determined to be needed to avoid another plant shutdown.

These measures include replacement of actuators, replacement of corroded electrical lines including conduit and insulation, repair or replacement of damaged electrical parts including contactors, replacement of chemical pump switches, installation of communication process controls between the filter and raw water PLC's to avoid flooding the filter building, addressing of bottleneck in clear well drain line, installation of equipment to address pressure loss and freezing of chemical feed and repair of pressure reducing valve in the Clearwell.

Estimates are provided by quality contractors in the electrical and plumbing field and need to be completed immediately to avoid another potential shutdown of the plant resulting in customers being without water for extended periods of time.

This requisition is being submitted as an emergency due to the likelihood of a loss of water production due to the issues presented.



**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: Electric Horseman Inc.

Address of Contractor:

14B Rudolph Dr.  
Las Vegas, NM 87701

Amount of prospective contract: \$769.61

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:

Replace on/off switch to chemical pump

- 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.**

Pump switch failed, needs replacement to operate chemical feed pump.

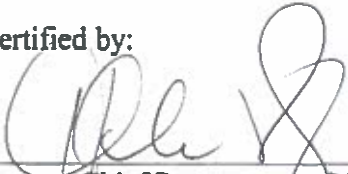
- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).**

Install new switch for pump to feed chemical to water treatment process.

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

Inspect pumps, preventive maintenance. RFP for similar electrical service for critical Water Treatment equipment.

Certified by:



Agency Chief Procurement Officer

Date: 12/4/2018

Agency Approval by:



Cabinet Secretary/Governmental Entity Head or Designee

Date: 12/5/18