



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: 200126

Date: 07/09/2019

Request #: 270142

Vendor #: 03484

ISSUED TO: FRESH & CLEAN PORTABLE RESTROOMS
 4202 BROADWAY BLVD SE
 ALBUQUERQUE, NM 87105

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

Vendor Fax #: (505) 293-7315

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	15	7/6 Special Service	35.00		101-5100-720-7406	525.00
2	1	Emergency Delivery	500.00		101-5100-720-7406	500.00
3	1	Emergency Pick-Up	500.00		101-5100-720-7406	500.00
4	15	7/7 Special Service morning	35.00		101-5100-720-7406	525.00
5	15	7/7 Special Service evening	35.00		101-5100-720-7406	525.00
6	15	7/5-7/7 High tech event rate	200.00		101-5100-720-7406	3,000.00
7	1	Rental Tax	439.03		101-5100-720-7406	439.03

DEPARTMENT ORDER
D. Cherry
 7/11/19

Approved By:

Date: 7/11/2019

SUBTOTAL:	6,014.03
TAX:	0.00
SHIPPING:	0.00
TOTAL	6,014.03

- 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.: 270142

BID REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 07-05-2017

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; B,3 SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Emergency for extra parts - material for 2017 - 100

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

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
07/05/17	Pro-Tech Special	505-293-7311	Mark J	1011.03
	Special Excess			

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

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
	15	ea	1/2" High Tech special rate	200.00	3,000.00
	15	ea	1/2" special stripe	35.00	525.00
	15	ea	1/2" special service	35.00	525.00
	15	ea	1/2" special service - wrong	35.00	525.00
	1	ea	Emergency 1 ea	500.00	500.00
	1	ea	Emergency Pick-up	50.00	50.00
	1	ea	1 ea 100 day	1391.03	1391.03

VENDOR: Pro-Tech Special **TOTAL: \$** 6011.03

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 \$ 10,000.00
 EXPENDED TO DATE \$ _____
 CURRENT EXPENSE \$ 1,011.03
 BALANCE \$ 3,985.97

Mark J
 SIGNATURE OF PERSON REQUESTING
101-5166 706-7466
 FUND DEPARTMENT ACTIVITY

APPROVED BY: [Signature] 7/10/17 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:

Telephone Number: *505.426.3294*

II. Name of Contractor: *Fresh + Clean Special Events*

Address of Contractor: *4202 Broadway Blvd. SE*

Amount of prospective contract: Term

of prospective contract:

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

During the 2019, Fiestas, the City's porta potties pumps malfunctioned causing them to be completely out of order. Fresh + Clean Special Events was able to provide the city with porta potties during this emergency.

- 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 porta potties at the 2019 Fiestas, this would cause a major health hazard for all individuals attending.

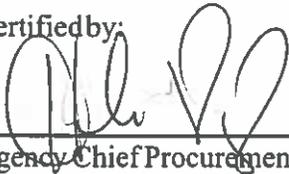
- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

Although the city's porta potties were out of order, staff was working on trying to get them fixed.

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

In the future staff will perform a test run of all porta potties to ensure they work properly. The city will also have spare parts on hand.

Certified by:



Agency Chief Procurement Officer

Date: 7/9/2019

Agency Approval by:



Governmental Entity Head or Designee

Date: 7/9/19

FRESH & CLEAN SPECIAL EVENTS

4202 BROADWAY BLVD SE

ALBUQUERQUE, NM 87105

Telephone: (505) 293-7311

Fax: (505) 293-7315

Invoice

Number: 53103

Date: 08-Jul-2019

P.O. Number:

BILL TO 5986
 CITY OF LAS VEGAS
 1700 N GRANDE AVENUE
 LAS VEGAS, NM 87701

JOB SITE 44282
 ANNE MARIE 505-617-0450
 230 PLAZA STREET
 HISTORICAL PLAZA PARK
 LAS VEGAS, NM

Last Payment Date

07-Jul-2017

Late Charge:

\$0.00

Job Number:

Accounting ID:

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
05-Jul-2019	> 07-Jul-2019	1	High Tech Special Event rate	15	\$200.00	<input checked="" type="checkbox"/>	\$3,000.00
06-Jul-2019	> 06-Jul-2019	1	SPECIAL SERVICE SATURDAY Special Event rate	15	\$35.00	<input checked="" type="checkbox"/>	\$525.00
07-Jul-2019	> 07-Jul-2019	1	SPECIAL SERVICE SUNDAY, MORNING Special Event rate	15	\$35.00	<input checked="" type="checkbox"/>	\$525.00
07-Jul-2019	> 07-Jul-2019	1	SPECIAL SERVICE SUNDAY, EVENING Special Event rate	15	\$35.00	<input checked="" type="checkbox"/>	\$525.00
05-Jul-2019	> 05-Jul-2019	1	EMERGENCY DELIVERY Special Event rate	1	\$500.00	<input checked="" type="checkbox"/>	\$500.00
07-Jul-2019	> 07-Jul-2019	1	EMERGENCY PICK UP Special Event rate	1	\$500.00	<input checked="" type="checkbox"/>	\$500.00

Rate Description
 7.875 New Mexico Sales

Subtotal Taxable Rental: \$5,575.00
 Rental Tax: \$439.03
 Current Invoice Total: \$6,014.03
\$6,014.03

101-5100-720-7406

UPON

2019 FIESTAS DE LAS VEGAS, THURSDAY - SUNDAY, 07/04-07/19

WE ACCEPT MASTERCARD, VISA & AMERICAN EXPRESS
 MAKE CHECKS PAYABLE TO FRESH AND CLEAN PORTABLE
 A LATE CHARGE OF 1.5% PER MONTH (18% PER ANUM) WILL APPLY
 TO ALL PAST DUE ACCOUNTS