



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: 190873

Date: 11/30/2018

Request #: 261105

Vendor #: 00230

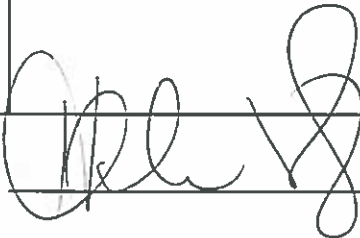
ISSUED TO: HAY'S PLUMBING & HEATING
 P.O. BOX 1420
 LAS VEGAS, NM 87701

SHIP TO: City of Las Vegas
 Attn:Utilities Department
 905 12th Street
 Las Vegas, NM 87701

Vendor Fax #: (505) 454-0202

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	0	WTP Emergency repairs for pressure to chemical feed system	0.00		640-5700-610-7407	4,064.84

DEPARTMENT ORDER
 12/5/18

Approved By: 

Date: 12/5/2018

SUBTOTAL:	4,064.84
TAX:	0.00
SHIPPING:	0.00
TOTAL	4,064.84

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.: 201105

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 for pressure to chemical feed system

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

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
	Hays Plumbing	(505) 425-7535	Randy Hays	4,064.84

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

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
01	01	EA	Water Line Repair	4,064.84	4,064.84

VENDOR: Hays Plumbing + Heating Inc. TOTAL: \$ 4,064.84

ADDRESS: 600 Railroad Ave. 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 \$ 4,064.84
 BALANCE \$ 2,194.44

Manuel A. Arroyo
 SIGNATURE OF PERSON REQUESTING
640-5700-610-7407
 FUND DEPARTMENT ACTIVITY

APPROVED BY: Nina Vega 12/4/18 BUDGET AVAILABLE YES: _____ NO: _____



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: Hays Plumbing & Heating

Address of Contractor:

600 Railroad
Las Vegas, NM 87701

Amount of prospective contract: \$4,064.84

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:

Installation of 1" line in conduit to allow for consistent operation to chemical feed system.

- 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.**

Installation to a water line to ensure required water pressure is maintained to the chemical feed system. To treat water to EPA standard.

- 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.).**

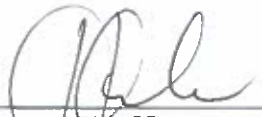

The installation of this water line directly for the chemical feed system will ensure that the required pressure is maintained so the system will work properly.

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

Preventive maintenance will be conducted and reported to prevent future problems with system. RFP for commercial critical plumbing services, for unplanned or unexpected issues.

Certified by:

Date: 12/4/2018

Agency Chief Procurement Officer

Agency Approval by:

Date: 12/5/18



Cabinet Secretary/Governmental Entity Head or Designee