



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: 191336

Date: 03/15/2019

Request #: 261760

Vendor #: 05248

ISSUED TO: ADRIAN ROYBAL dba ROYBAL'S SEPTIC SERVICE
 600 PINE RIDGE RD.
 LAS VEGAS, NM 87701-

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

Vendor Fax #:

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	Pump Lift Station 3500 gal EMERGENCY SERVICES NEEDED DUE TO HIGH WINDS POWER OUTAGE	550.00		610-0000-610-7407	550.00

DEPARTMENT ORDER

DChang
3/15/19

Approved By:

Date:

3/15/2019

SUBTOTAL:	550.00
TAX:	0.00
SHIPPING:	0.00
TOTAL	550.00

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

Roybals Septic Service
 600 Pine Ridge Dr.
 Las Vegas, NM 87701
 505-425-5407

307553

CUSTOMER'S ORDER NO.		DATE				
Jennifer		3-13-19				
NAME						
City of Las Vegas						
ADDRESS						
CITY, STATE, ZIP						
Fax 505 426-8460						
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MOSE RETD.	PAID OUT
QUAN.	DESCRIPTION		PRICE	AMOUNT		
1	pumped					
2	bited					
3	station					
4						
5	3500					
6	Gallons					
7						\$ 550 ⁰⁰
8						
9						
10						
11						
12						
13						
14						
RECEIVED BY				# 550 ⁰⁰		

KEEP THIS SLIP FOR REFERENCE



**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: Roybal Septic

Address of Contractor: 600 Pineridge Road
Las Vegas, NM 87701

Amount of prospective contract: \$550.00

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:

Provided septic services for the waste water treatment plant detention center lift 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.**

On March 13, 2019 a high wind storm caused a power outage and the lift station was overflowing and needed to be cleaned.

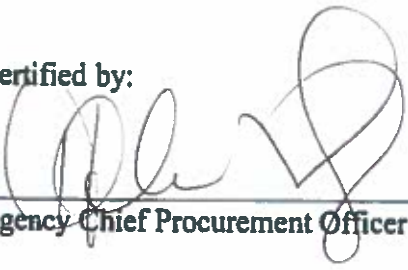
- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).**

The lift stations are scheduled to be renovated this year and the city will consider installing a back up generator to prevent this from happening again.

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

Renovation of existing lift stations and installation of a back up generator. This was an unusual situation with loss of power for an extended period.

Certified by:



Agency Chief Procurement Officer

Date: 3/15/2019

Agency Approval by:



Cabinet Secretary/Governmental Entity Head or Designee

Date: 3/15/19