



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: 191330
Request #: 261602

Date: 02/20/2019
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	1	Labor Leak #1 EMERGENCY WATER MAIN REPAIRS	5,096.74		640-0000-610-7407	5,096.74
2	1	Base Course Leak #1	360.00		640-0000-610-7407	360.00
3	1	Base Course Leak #2	360.00		640-0000-610-7407	360.00
4	1	Base Course Leak #3	180.00		640-0000-610-7407	180.00
5	0	Tax	0.00		640-0000-610-7407	1,195.92
6	1	Labor Leak #3	5,707.53		640-0000-610-7407	5,707.53
7	1	Labor Leak #2	2,539.97		640-0000-610-7407	2,539.97

DEPARTMENT ORDER
T Vega
3/15/19

[Handwritten Signature]

Approved By:

Date: 3/15/2019

SUBTOTAL:	15,440.16
TAX:	0.00
SHIPPING:	0.00
TOTAL	15,440.16

- 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



HAYS PLUMBING & HEATING, INC.
 600 RAILROAD AVE.
 LAS VEGAS, NM 87701
 PHONE: (505) 425-7535



DATE: 02/04/19

INVOICE NO. EC117129BTU

PAYMENT DUE: UPON RECEIPT

TO: City Of Las Vegas
 1700 North Grand Ave
 Las Vegas NM 87701

Phone:
 Fax:

PROJECT: BTU WATER LEAK

DESCRIPTION OF WORK	TOTAL
LEAK #1	
LABOR	5,096.74
BASE COURSE	360.00
LEAK#2	
LABOR	2,539.97
BASE COURSE	360.00
LEAK#3	
LABOR	5,707.53
BASE COURSE	180.00
Subtotal of all leaks	14,244.24
Tax 8.3958%	1,195.92
TOTAL AMOUNT DUE	15,440.16



**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: \$15,440.16

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:**

Emergency repair of 3 water main breaks in the water distribution system due to extremely cold temperatures.

- 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.

There were several emergency repairs in the city water system due to freezing weather conditions. Due to the severity of the breaks and the impact to customer the decision was made to hire a contractor to assist city crews and to help minimize widespread service disruptions.

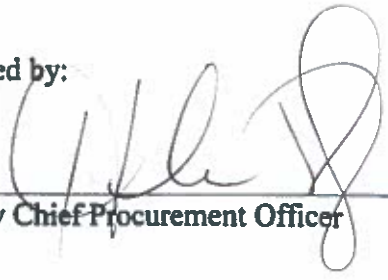
- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

The utilities department is in the process of drafting a RFP (Request For Proposal) for future emergency repairs as needed.

- 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 the system. An RFP for commercial critical plumbing services, will be drafted for future unplanned or unexpected repairs that may be needed.

Certified by:



Agency Chief Procurement Officer

Date:

3/14/2019

Agency Approval by:



Cabinet Secretary/Governmental Entity Head or Designee

Date:

3/15/19



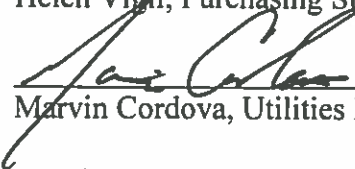
CITY OF LAS VEGAS

1700 N. GRAND AVE. • LAS VEGAS, NEW MEXICO 87701-4731 • 505-454-1401 • FAX: 505-425-7335

TONITA GURULÉ-GIRÓN
Mayor

MEMORANDUM

TO: Helen Vigil, Purchasing Supervisor *TVega 3/15/19*

FROM: 
Marvin Cordova, Utilities Project Manager

DATE: March 12, 2019

RE: Hays Plumbing and Heating Inc.

There were several emergency repairs in the City's water system due to unusual freezing weather conditions and Hay's Plumbing was asked to assist city crews during this emergency to help minimize service disruptions. The project manager did not have a cost estimate due to additional water leaks occurring and as soon as the contractor provided an estimate the project manager developed the requisition. The delay was due to waiting for an exact cost; in the future we will request an estimated amount on requisition while awaiting the final amount.

Feel free to contact me with any questions. Thank you.

XC: File

DAVID ULIBARRI
Councilor, Ward 1

VINCE HOWELL
Councilor, Ward 2

BARBARA CASEY
Councilor, Ward 3

DAVID G. ROMERO
Councilor, Ward 4