



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: 190226

Date: 07/24/2018

Request #: 260296

Vendor #: 03117

ISSUED TO: MARK S McADAMS
 HC 34 BOX 2E
 SAPELLO, NM 87745

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

Vendor Fax #: (000) 000-0000

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	Tax	20.15		610-0000-610-7401	20.15
2	1	Repair Air Conditioning	209.54		610-0000-610-7401	209.54
3	5	Labor	48.00		610-0000-610-7401	240.00
4	1	FREIGHT	20.00		610-0000-610-7401	20.00

DEPARTMENT ORDER

Approved By:

Date:

7/25/18

SUBTOTAL:	489.69
TAX:	0.00
SHIPPING:	0.00
TOTAL	489.69

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.: 260296

BID REQUIREMENTS CHECK APPROPRIATE BOX DATE: 7-24-18

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.)

b/c
sel
7-4-18

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)

Air conditioning unit stop working had marks services come out to fix unit due to the fact that lab equipment needs to maintain a certain temp also with sampling

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

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
7-24-18	Marks Service	505-617-5221	Mark McAdams	\$ 489.69

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

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
		1	Low Ambient Control	\$ 209.54	\$ 209.54
	5	hrs.	Labor	\$ 48.00	\$ 240.00
			Tax on Labor	\$ 20.15	\$ 20.15
			Freight	\$ 20.00	\$ 20.00

VENDOR: Marks Service - 03117

TOTAL: \$ 489.69

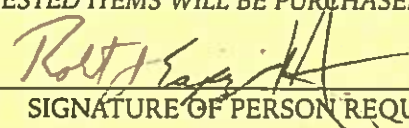
ADDRESS: _____

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 \$ _____
 EXPENDED TO DATE \$ _____
 CURRENT EXPENSE \$ _____
 BALANCE \$ _____


SIGNATURE OF PERSON REQUESTING

610-0000-610-7401
FUND DEPARTMENT ACTIVITY

APPROVED BY: Maria Vega 7/25/18 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: Helen Vigil

Telephone Number: 505-426-3334

II. Name of Contractor: Marks Service

Address of Contractor: HC 34 BOX 2E, Sapello, NM 87745

Amount of prospective contract: \$489.69

Term of prospective contract: One time on site repair

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

Air conditioning unit at the labs stopped working. It is imperative that the unit is in working condition at all times due to the fact that lab equipment is temperature sensitive and needs to be maintained for sampling purposes. We are a state certified lab that meets criteria thru NMED and EPA.

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.

The services of Marks Services were utilized for the reason that he installed unit when the building was built and is familiar with the unit and its mechanical operations.

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.).

Department is in the process of contracting a company to do periodic maintenance on all air conditioning units.

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

Obtain a contract with current company or have an open P.O. to maintain options in case of current circumstances to maintain unit.

Certified by:


Department Director

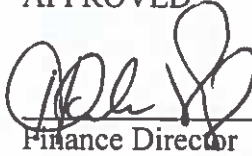
Date: 7/24/18

Approved by:


Procurement Officer

Date 7/25/18

APPROVED

 for Tane Vega
Finance Director

Date 7/25/18

PROPOSAL

1211

MARKS SERVICE
HC 34 BOX 2E
SAPELLO, NM 87745
(505) 617-5221

Proposal Submitted To <i>City of Las Vegas</i>		
Address <i>1700 N. Grand Ave.</i>		
<i>Las Vegas, N.M. 87701</i>	Date <i>7/24/18</i>	Date of Plans
Phone	Fax	

We hereby submit specifications and estimates for: *Replace Failed Low Ambient fan control on A/C condensing unit at waste water Plant Lab Building.*

1) Low ambient control 209⁵⁴
↳ Labor 5h @ 48⁰⁰/hr 240⁰⁰
↳ Trouble shooting time is included.

TAX on labor 20¹⁵
Plus Freight \$469⁶⁹

We propose hereby to furnish material and labor -- complete in accordance with the above specifications for the sum of
s Four Hundred Sixty Nine and 69/100 Dollars
Plus Freight 20⁰⁰?

Respectfully Submitted *Mark McAdams*