



**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:** 190543

**Date:** 09/05/2018

**Request #:** 260605

**Vendor #:** 05584

**ISSUED TO:** RUBEN ESTRADA  
 PO BOX 3191  
 LAS VEGAS, NM 87701-

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

**Vendor Fax #:**

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	Grey Water Tanks 07/03/18	100.00		101-5100-720-7406	100.00
2	12	Additional Service (2x per day) 07/03/18	25.00		101-5100-720-7406	300.00
3	12	Additional Service (2x per day) 07/02/18	25.00		101-5100-720-7406	300.00
4	1	Hand Wash Bason 06/30/18	100.00		101-5100-720-7406	100.00
5	12	Free Service 06/30/18	0.00		101-5100-720-7406	0.00
6	1	Grey Water Tanks 07/04/18	100.00		101-5100-720-7406	100.00
7	6	Portable Units 06/30/18	100.00		101-5100-720-7406	600.00
8	12	Additional Service (2x per day) 07/01/18	25.00		101-5100-720-7406	300.00
9	12	Additional Service (2x per day) 07/04/18	25.00		101-5100-720-7406	300.00
10	1	Tax @ 8.40%	176.31		101-5100-720-7406	176.31

**DEPARTMENT ORDER**  
*T. Vega*  
*9/11/18*

**Approved By:**

**Date:**

*9/11/2018*

<b>SUBTOTAL:</b>	2,276.31
<b>TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	2,276.31

- 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.: 260405

BID REQUIREMENTS CHECK APPROPRIATE BOX DATE: 09-05-2018

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

**STATEMENT OF NEED: (Must Complete)**

*Emergency Porta Potty service 4th of July fiestas*

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

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
06/30/18	Rubens Septic Service	505-425-5987	Linda Estrada	\$ 2,276.31

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

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
	6	ea	Porta Potty Units 06/30/18	\$ 100.00	\$ 600.00
	1	ea	Handwash Basin 06/30/18	\$ 100.00	\$ 100.00
	12	ea	Free Service 06/30/18	\$ 0.00	\$ 0.00
	12	ea	Additional Service (2x per day)	\$ 25.00	\$ 300.00
	12	ea	Additional Service (2x per day)	\$ 25.00	\$ 300.00
	12	ea	Additional Service (2x per day)	\$ 25.00	\$ 300.00
	12	ea	Additional Service (2x per day)	\$ 25.00	\$ 300.00
	1	ea	Empty water Tanks 7/3	\$ 100.00	\$ 100.00
	1	ea	Empty water Tanks 7/4	\$ 100.00	\$ 100.00
	1	ea	Tax @ 8.40%	\$ 176.31	\$ 176.31

VENDOR: Rubens Septic Service TOTAL: \$ 2,276.31

ADDRESS: P.O. Box 3191 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 \$ \_\_\_\_\_  
 EXPENDED TO DATE \$ \_\_\_\_\_  
 CURRENT EXPENSE \$ \_\_\_\_\_  
 BALANCE \$ \_\_\_\_\_

SIGNATURE OF PERSON REQUESTING  
[Signature]  
 FUND 101.5100-720 DEPARTMENT 7406 ACTIVITY \_\_\_\_\_

APPROVED BY: [Signature] 9/10/18 BUDGET AVAILABLE YES: \_\_\_\_\_ NO: \_\_\_\_\_

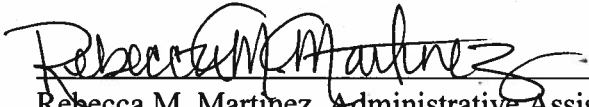
CITY OF LAS VEGAS  
1700 NORTH GRAND AVE.  
LAS VEGAS, NM 87701

T 505.454.1401  
F 505.425.7335

LASVEGASNM.GOV  
VISITLASVEGASNM.COM

TO: Helen Vigil, Purchasing

TONITA GURULÉ-GIRÓN FROM:  
MAYOR

  
Rebecca M. Martinez, Administrative Assistant II

DAVID ULIBARRI  
COUNCILOR, WARD 1

DATE: September 5, 2018

VINCE HOWELL  
COUNCILOR, WARD 2

RE: Purchase Order Justification

BARBARA PEREA-CASEY  
COUNCILOR, WARD 3

DAVID L. ROMERO  
COUNCILOR, WARD 4

On June 30, 2018, the City of Las Vegas' porta potties went down right before the 4<sup>th</sup> of July fiestas. Ernest Jaramillo, Public Facilities Supervisor, contacted Ruben's Septic Service and Roybals Septic Service, who are the only other porta potty providers in the Las Vegas area, to obtain quotes for emergency use of their porta potties. Roybals Septic Service staff was out of town and could not provide service. Ruben's Septic Service was available and provided service immediately.

After this emergency service was completed, an invoice was sent to the Public Works Division. After thorough review of the invoice, there were several error and over charges. After speaking with Linda Estrada from Ruben's Septic Service and having a meeting with her, the invoice was revised and sent back for a final review by Ernest Jaramillo.

I am requesting that a purchase order be issued to Ruben's Septic Service in the amount of \$2,276.31.

Please contact me if you have any questions. Thank you.

Xc: File  
Chris Rodarte, Interim Public Works Director



## RUBEN'S SEPTIC SERVICE

P.O. BOX 3191, LAS VEGAS, NM 87701  
(505) 425 - 5987 FAX 454-6973

◆◆◆ **INVOICE**

**TO:** CITY OF LAS VEGAS  
PUBLIC WORKS DEPARTMENT  
1700 N GRAND AVE  
LAS VEGAS, NM 87701

**SERVICE** SERVICE PORTABLE TOILETS  
**LOCATION** PLAZA PARK  
LAS VEGAS

5	6/30/2018	7/10/2018	6/30/2018	7/30/2018
<b>INVOICE NO.</b>	<b>INVOICE DATE</b>	<b>DUPLICATE</b>	<b>DATE OF SERVICE</b>	<b>PAST DUE</b>
<b>P.O. NUMBER</b>	<b>PREPAID/COLL.</b>	<b>TECHNICIAN</b>	<b>TAX EXEMPT</b>	<b>EXEMPTION NO.</b>

TERMS:		Due Upon Receipt	Past due after 30 days	\$20.00 LATE FEE	
QTY	DATE SERVICED	DESCRIPTION	PRICE	TOTAL	
6	6/30/2018	PORTABLE UNITS	\$100.00	\$600.00	
1	6/30/2018	1 HAND WASH BASIN	\$100.00	\$100.00	
12	6/30/2018	ADDITIONAL SERVICE OF UNITS 1 FREE SERVICE	\$0.00	\$0.00	
12	7/1/2018	ADDITIONAL SERVICE(2 X PER DAY)	\$25.00	\$300.00	
12	7/2/2018	ADDITIONAL SERVICE(2 X PER DAY)	\$25.00	\$300.00	
12	7/3/2018	ADDITIONAL SERVICE(2 X PER DAY)	\$25.00	\$300.00	
12	7/4/2018	ADDITIONAL SERVICE(2 X PER DAY)	\$25.00	\$300.00	
1	7/3/2018	GREY WATER TANKS	\$100.00	\$100.00	
1	7/4/2018	GREY WATER TANKS	\$100.00	\$100.00	
<b>PLEASE MAKE CHECKS PAYABLE TO:</b>			<b>SUBTOTAL</b>	<b>\$2,100.00</b>	
<b>RUBEN'S SEPTIC SERVICE</b> <b>P.O. BOX 3191</b> <b>LAS VEGAS, NM 87701</b>			<b>TAX RATE</b>	8.40%	<b>\$176.31</b>
			<b>SHIPPING AND HANDLING</b>		
			<b>TOTAL AMOUNT DUE</b>		<b>\$2,276.31</b>



**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: *Rubens Septic Service*

Address of Contractor: *P.O. Box 3191  
Las Vegas, NM 87701*

Amount of prospective contract: *\$ 2,276.31*

Term of prospective contract:

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

*The city of Las Vegas Public Works porta potties went down on June 30, 2018 right before the 2018 4th of July fiestas. Ernest Jaramillo contacted Ruben's Septic Service and Roybal's Septic Service to get emergency quotes on 6 portable potties and a hand wash basin needed for this event.*

- 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.

Due to the City's porta potties going out of service right before the 4th of July Fiestas, six porta potties and a hand wash basin were needed immediately to be available to the public attending this event.

- 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.).

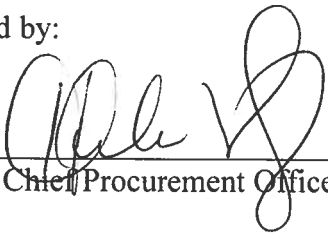
The City is working on repairing the porta potties as soon as possible to minimize the duration of use of outside porta potties.

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

The City will thoroughly inspect the porta potties well before a major event to ensure they are 100% operable and ready for public use.

Certified by:

Date: 9/7/2018



\_\_\_\_\_  
Agency Chief Procurement Officer

Agency Approval by:

Date: \_\_\_\_\_

\_\_\_\_\_  
Cabinet Secretary/Governmental Entity Head or Designee