



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: 191042

Date: 01/11/2019

Request #: 261337

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	Rebuild Singer Valve @ WTP	0.00		640-5700-610-7407	2,601.50

DEPARTMENT ORDER
TVega
1/15/19

Approved By: _____

Date: 1/14/2019

SUBTOTAL:	2,601.50
TAX:	0.00
SHIPPING:	0.00
TOTAL	2,601.50

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

Open P.O.

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 261337

BID REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 08 Jan 2019

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.)

Dept order

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)

Emergency repair of singer valve for the water treatment plant

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	2,601.50

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

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
01	01	EA	Rebuild Singer Valve	2,601.50	2,601.50

VENDOR: Hays Plumbing + Heating TOTAL: \$ 2,601.50

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 \$ 80,000.00
 EXPENDED TO DATE \$ 69,593.84
 CURRENT EXPENSE \$ 2,601.50
 BALANCE \$ 7,804.66

[Signature]
 SIGNATURE OF PERSON REQUESTING
640-5700-610-7407
 FUND DEPARTMENT ACTIVITY

APPROVED BY: [Signature] 1/4/19 BUDGET AVAILABLE YES: _____ NO: _____

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**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: \$2,601.50

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 a singer 12" valve that controls the flow to the backwash to the filter building. The rebuilding of the valve is crucial to the water treatment plants ability to provide potable water to the city.

- 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 repair of this 12" valve is crucial to the water treatment plants operations to provide sufficient demand of water to the city. This valve controls flow to the back wash system and prevents any disruption in the water treatments plant capabilities and operations. This work will allow the water plant to continue operations and provide the city with enough water that meets EPA standards.

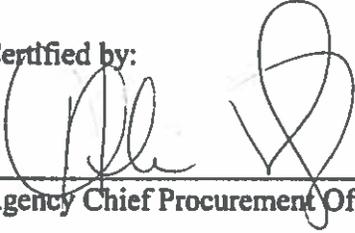
- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

This emergency repair will improve the operational requirements of the plant and ensure that enough water can be treated to provide potable water to City residents and meet EPA standards.

- 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) Request For Proposals is being drafted for a commercial critical plumbing services, for future unplanned or unexpected repairs that may be needed.

Certified by:



Date: 1/15/2019

Agency Chief Procurement Officer

Agency Approval by:

Date: 1/15/19

Dana Vega
~~Cabinet Secretary~~ Governmental Entity Head or Designee

