



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: 191045

Date: 01/11/2019

Request #: 261340

Vendor #: 05260

ISSUED TO: JAMES, COOKE & HOBSON, INC
 3810 ACADEMY PARKWAY S NE
 ALBUQUERQUE, NM 87109-

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

Vendor Fax #: (505) 345-1487

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	0	Trouble shoot problems with (PRV) valve pressure LABOR AND TROUBLE SHOOT PRV MILEAGE TO FROM ALB TAX	0.00		640-5700-610-7401	1,090.46

DEPARTMENT ORDER
Tvega
1/15/19

Approved By: _____

Date: 1/14/2019

SUBTOTAL:	1,090.46
TAX:	0.00
SHIPPING:	0.00
TOTAL	1,090.46

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.: 20340mm

BID REQUIREMENTS CHECK APPROPRIATE BOX DATE: 1/9/19

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; _____ SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: (Must Complete)

trouble shoot problems with (PRV) value Pressure Reducing Valve.

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

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
1/9/19	JCH	505-344-7100	Walter Shaw	

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

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
1	-8 hours	Each	labor to trouble shoot PRV.	\$195.00	\$1560.00
2	246 Miles	Each	Milage From and TO Abq.	\$1.00	\$246.00
3	1	Each	NM CRT.	\$84.46	\$84.46

VENDOR: JCH

TOTAL: \$ 1,090.46

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 \$ 80,000.-
 EXPENDED TO DATE \$ 69,593.84
 CURRENT EXPENSE \$ 1090.46
 BALANCE \$ 9,315.70

Maria Cochran
 SIGNATURE OF PERSON REQUESTING
640-5700-610-7801
 FUND DEPARTMENT ACTIVITY

APPROVED BY: Maria Cochran 1/14/19

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: 505-454-1401

II. Name of Contractor: JCH James, Cook, & Hobson, Inc.

Address of Contractor: 3810 Academy Pkwy S. NE.
Albuquerque, NM 87109

Amount of prospective contract: \$1,090.46

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:

Contractor will trouble shoot problems with (PRV) Pressure Reducing Valve for the water treatment plant. The contractor will also include mileage and NMGRT in his quote.

- 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 weather and below average temperatures the PRV's need to be inspected to determine if they are working as designed..

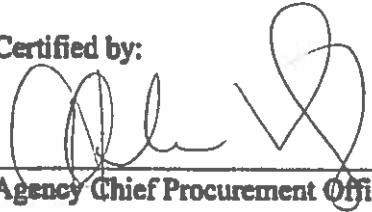
- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).**

The inspection of the PRV's should make the determination if the valves need to be replaced or if other work will be required to repair them.

- 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 PRV's. If any additional charges for parts or repairs occur the P.O. will be updated to cover any differences in price.

Certified by:



Agency Chief Procurement Officer

Date:

1/15/2019

Agency Approval by:



Cabinet Secretary/Governmental Entity Head or Designee

Date:

1/15/19

QUOTATION #01092019-2RWS

January 9, 2019

To: City of Las Vegas

Job Name: Trouble shoot PRV'S

Attn: Marvin
MB: 505-490-1229

Location: Las Vegas N.M.
Quotation By: Walter Shaw
Bid Date: 01/09/2019

Unless otherwise stated: Prices are firm for 30 days from bid date, payment terms are NET 30 DAYS from shipment. Prices do not include any sales and/or use taxes. Applicable taxes will be added to the invoice at rate in effect at time of shipment. Interest shall accrue on past due amounts at 1.5% per month. Freight terms are F.O.B. factory full freight allowed.

Qty	Description	Each	Total
8	Hours labor for one guy including drive time to come and trouble shoot PRV'S. Includes any time needed to make repairs that can be performed on site.	\$95.00	\$760.00
246	Mileage portal to portal	\$1.00	\$246.00
1	Sub Total	\$1,006.00	\$1,006.00

Please note this quote does not include any applicable taxes. Please factor that into your total PO amount. There are no parts factored into this either so any additional parts needed will be extra to the invoice total. JCH will charge actual time spent on site so total labor charge is subject to change. Thank you for your business.