



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: 210324

Date: 07/23/2020

Request #: 280396

Vendor #: 06972

ISSUED TO: JEFFREY J GALLEGOS
 PO BOX 1076
 LAS VEGAS, NM 87701-

SHIP TO: City of Las Vegas
 Attn: SENIOR CITIZENS CENTER
 1700 N Grand Ave
 Las Vegas, NM 87701

Vendor Fax #:

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	Emergency Towing of truck -Ford Ranger - G88660 Service Call Tow Charge	100.00		282-6300-750-7408	50.00
		Service Call Tow Charge			282-6200-750-7408	50.00

DEPARTMENT ORDER

Approved By:

Date:

7/27/2020

SUBTOTAL:	100.00
TAX:	0.00
SHIPPING:	0.00
TOTAL	100.00

- 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.: 280396

REQUIREMENTS CHECK APPROPRIATE BOX DATE: 7-23-20

PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

- \$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed 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.
- OTHER CITY CONTRACT: NO: _____ EXPIRES ____/____/____
- EMERGENCY; _____ SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: (Must Complete)

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

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
7/22/20	Challegos Tire Shop	503-710-2715	Jeffrey	\$100.00

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

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
			Service Call		\$100.00
			Tow Charge		

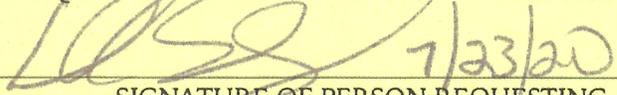
VENDOR: Challegos Tire Shop TOTAL: \$ 100.00

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
282-6300-750-7408-150.00
282-6300-750-7408-150.00

FUND DEPARTMENT ACTIVITY

APPROVED BY: D. Chavira 7/29/2020 BUDGET AVAILABLE YES: _____ NO: _____

Gallegos Tire Shop
(505) 710-2715

143181

5
C-14
Carter

CUSTOMER'S ORDER NO. _____ DATE 7-17-20
NAME _____
ADDRESS C-14 of Las Vegas
CITY, STATE, ZIP (Charge)

Wipe
me

QUANTITY	CLASS	QTY	CHARGE	DEADWT	WEEK PCTD	EXCISE
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LINE	DESCRIPTION	UNIT	AMOUNT
1	1 Service call		
2	1 Tow charge		
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

100.00

2.00

RECEIVED BY _____

TAX
TOTAL

NEED THIS OLD COPY



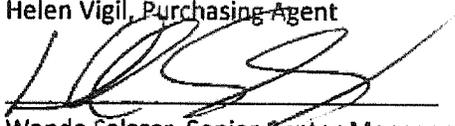
City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | lasvegasnm.gov

Mayor Louie A. Trujillo

EMERGENCY JUSTIFICATION

To: Helen Vigil, Purchasing Agent

From: 
Wanda Salazar, Senior Center Manager

Re: Emergency Towing of Hot Shot Truck – Grey Ford Ranger – G88660

Date: July 27, 2020

On Friday, July 17, 2020, the Ford Ranger turned off as Armand Saiia was driving on I-25 with food to take to San Miguel Senior Center. Staff attempted to figure out the issue to no avail. Jeff Gallegos was called to tow the truck.

This Emergency justification, as per policy, is supposed to be turned in within 3 business day. This was not turned in timely because an invoice was not turn in until Wednesday, July 22, 2020, in the evening, delaying the process.

Please accept this explanation as justification for the Emergency Towing Invoice attached. If you have any questions, please give me a call. Thank you

David Ulbarri
Councilor Ward 1

Michael L. Montoya
Councilor Ward 2

Joseph P. Baca
Councilor Ward 3

David G. Romero
Councilor Ward 4

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, Procurement Agent

Telephone Number: 505-454-1401

Ext 1106

II. Name of Contractor:

Jeff Gallegos

Address of Contractor:

37 Gallegos Road

Las Vegas, NM 87701

Amount of prospective contract:

\$100

Term of prospective contract:

Emergency Tow

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

Jeff Gallegos was called to tow the 2008 Ford Ranger, Plate # G88660, from I-25 where it broke down, near Tecolote, New Mexico, to DAG Enterprises.

- 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 2008 Ford Ranger was driven by Armand Saiia, headed to San Miguel Senior Center with food for the San Miguel Site to feed Seniors in that area. Driving on I-25, as per the drivers comments, the truck's check engine light turned on and immediately after the truck turned off. Staff determined it was the battery, so the battery was replaced to no avail. Jeff Gallegos was called to tow the truck at that time.

- 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 request only is for the towing of the vehicle on July 17, 2020 at about 12pm. 3 Quotes have been gathered for replacing the motor, which is what was found to be at fault.

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

There is no way to get around this emergency purchase. The trucks are regularly maintained. Oil changes are done on all Senior Center Vehicles 1-2 per year, depending on the amount of miles traveled. There was no way to know the truck would breakdown with only ~50,000 miles. This is an unplanned happening.

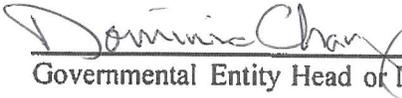
Certified by:



Agency Chief Procurement Officer

Date: 7/27/2020

Agency Approval by:



Governmental Entity Head or Designee

Date: 7/27/2020