



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: 505-426-3333

II. Name of Contractor: Yukon

Address of Contractor: 4211 Hawkins NE, Albuquerque NM 87109

Amount of prospective contract: \$2600.00

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:

SCADA system for the WWTP has had problems with the auto dialer. It is imperative that the SCADA is working properly at all times; it notifies waste water personal when pumps or motors have hard faults and also measures flow readings for NMED and EPA reporting. Yukon is the company that installed the system for WWTP so they are familiar with the programming of this unit. It is in our best interest that we have this company repair unit as to their familiarity with the programming, and critical plant operations that occur with this program.

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.

SCADA system that is used for plant operations on all equipment that runs waste water plant such as pumps and blowers. System has had a hard fault and is in dire need of repair; auto dialer is not responding to equipment on plant and does not respond to alarms.

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 up graded programming on SCADA with new fiscal year budget.

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 software updates.

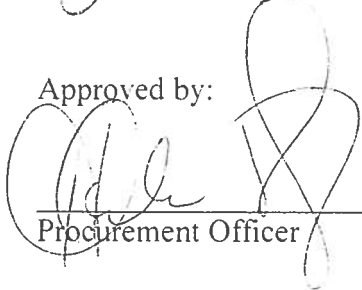
Certified by:



Department Director

Date: 6/1/18

Approved by:




Procurement Officer

Date 6/1/2018

APPROVED

Date 6/1/2018



Finance Director



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: 181921

Date: 06/01/2018

Request #: 252624

Vendor #: 00373

ISSUED TO: YUKON & ASSOCIATES, LTD
 4211 HAWKINS NE
 ALBUQUERQUE, NM 87109

SHIP TO: City of Las Vegas
 Attn:Purchasing Department
 1700 N. Grand Avenue
 Las Vegas, NM 87701

Vendor Fax #: (505) 344-2974

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	FIELD SERVICE TECH	990.00		610-0000-650-8004	990.00
2	1	TRAVEL TIME	480.00		610-0000-650-8004	480.00
3	1	REPLACEMENT COMM MODULE	2,500.00		610-0000-650-8004	2,500.00
		EMERGENCY REPAIRS TO SCADA SYSTEM				
4	1	PROGRAMMER REPAIRS	750.00		610-0000-650-8004	750.00

DEPARTMENT ORDER

Approved By:

Date:

6/1/2018

SUBTOTAL:	4,720.00
TAX:	0.00
SHIPPING:	0.00
TOTAL	4,720.00

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