



**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:** 240985

**Date:** 11/16/2023

**Request #:** 401234

**Vendor #:** 08037

**ISSUED TO:** R.V.'S TRANSPORTATION LLC  
 PO BOX 456  
 RIBERA, NM 87560-

**SHIP TO:** CITY OF LAS VEGAS  
 Attn:TRANSIT-MEADOW CITY EXPRESS  
 500 RAILROAD AVE  
 LAS VEGAS, NM 87701

**Vendor Fax #:**

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	Air Conditioning Compressor	459.00		231-0000-700-7408	459.00
2	5	Labor Hours	75.00		231-0000-700-7408	375.00
3	2	Relays	25.00		231-0000-700-7408	50.00
4	1	Labor Tax 13-1-127	30.55		231-0000-700-7408	30.55

**DEPARTMENT ORDER**

**Approved By:**

**Date:** 11/17/23

<b>SUBTOTAL:</b>	914.55
<b>TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	914.55

- 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







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 Transportation*

Agency Chief Procurement Officer:

Telephone Number: *505-454-8583*

II. Name of Contractor: *R.V.'s Transportation LLC*

Address of Contractor: *P.O. Box 4560  
Ribera, NM 87560*

Amount of prospective contract: Term

of prospective contract: *\$ 914.55*

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

*Repair of Air Conditioner on Van 14  
G99014.*

- 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 Air conditioning system broke on Van 14. This poses a health and safety risk to our passengers and our employees.

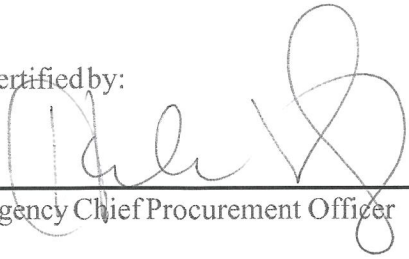
- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

The Van needed immediate repairs. Because this is a wheelchair van, we need this in operation ASAP. All other repairs have and will follow the quote process.

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

The Transportation Department will look into price quoting an open Purchase Order for further repairs.

Certified by:



Agency Chief Procurement Officer

Date: 11/16/2023

Agency Approval by:

Date: —

Char 11/14/23

Governmental Entity Head or Designee

