PURCHASE ORDER

CITY OF LAS VEGAS
1700 North Grand Avenue
Las Vegas, New Mexico 87701
Phone: (505) 454-1401 Fax: (505) 454-8027

PO Number: 220516 **Date:** 08/16/2021

Request #: 290598 **Vendor #:** 00352

ISSUED TO: MOLZEN CORBIN & ASSOCIATES
2701 MILES ROAD SE
SUITE 200
ALBUQUERQUE, NM 87106

SHIP TO: CITY OF LAS VEGAS
Attn:PUBLIC WORKS
1700 N GRAND AVE
LAS VEGAS, NM 87701

Vendor Fax #: (505) 242-0673

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	0	Eng. Services-Romero/Salazar St. Emergency; 1 Section 13-1-127 State Procurement Code Old PO# 211647 Old Contract No.: 3294-17 exp: 06/14/2021	0.00		217-0000-780-8100	605,598.52

DEPARTMENT ORDER

Approved By: _____ **Date:** 8/24/2021

SUBTOTAL:	605,598.52
TAX:	0.00
SHIPPING:	0.00
TOTAL	605,598.52

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

Finance Dept. (505) 454-1401 FAX (505) 454-8027

D.P.O.

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 290598

REQUIREMENTS | CHECK APPROPRIATE BOX | DATE: 05.12.2021

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.)

RECEIVED AUG 24 2021 CITY OF LAS VEGAS PURCHASING DEPT.

☐ 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; 1 SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: *(Must Complete)*

Engineering Services - Romero St. | Salazar St. Old P.O.# 211047

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

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
	Mulzen Corbin			605,598.52

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

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
			Engineering Services		605,598.52
			Romero St. | Salazar St.		

VENDOR: Mulzen Corbin TOTAL: $ 605,598.52

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 $ 605,598.52

BALANCE $ .48

Del Dee

SIGNATURE OF PERSON REQUESTING

017.0000.780.5100

FUND DEPARTMENT ACTIVITY

APPROVED BY: [signature] 8-24-21 BUDGET AVAILABLE YES: X NO: _____

WHITE COPY: ACCOUNTS PAYABLE YELLOW COPY: PURCHASING PINK COPY: DEPARTMENT

City of Las Vegas
1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | lasvegasnm.gov
Mayor Louie A. Trujillo

RECEIVED
AUG 24 2021
CITY OF LAS VEGAS
PURCHASING DEPT.

MEMORANDUM

8-24-21

TO: Helen Vigil, Procurement Officer

FROM: _____
Daniel Gurule, Public Works Manager

DATE: August 12, 2021

RE: Purchase Order Justification

I am requesting a Purchase Order be issued to Molzen Corbin in the amount of $605,598.52 for basic engineering services for the Romero St./ Salazar St. Improvement Project (Old PO# 211647). Molzen Corbin's Professional Engineering Services contract with the City expired on 06/14/2021. This purchase order will be in place until a competitive RFP process is completed, not to exceed 3 months.

At this time Molzen Corbin has projects that are in the construction phase and projects that are ready to go through the bidding process.

Per Jesus Baquera, the Finance Department will make budget adjustments as needed.

If you should have any questions please feel free to contact me at your convenience.

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: **Molzen Corbin**

Address of Contractor: **2701 Miles Road SE**
Albuquerque, NM 87106

Amount of prospective contract: **Romero St./ Salazar St** **$605,598.52**

Term of prospective contract: **3 Months**

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract: **Basic engineering services, project management, project development, civil engineering, environmental engineering, structural engineering, mechanical engineering and electrical engineering**.

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. **Contract # 3294-17 expired on June 14, 2021. Molzen/Corbin was on contract for the completion of Romero/Salazar Street road project which is ongoing at this 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.).
Emergency is only in place until a competitive RFP process can be completed

VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances. **Will Advertise a Request for Proposal sooner than expiration date.**

Certified by:

Department Director

Date: 7-28-21

Approved by:

Procurement Officer

Date: 8/24/2021

Approved:

Finance Director

Date: 8-24-21