**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:** 220519 **Date:** 08/16/2021

**Request #:** 290601 **Vendor #:** 06903

**ISSUED TO:** STANTEC CONSULTING SERVICES INC.
13980 COLLECTIONS CENTERS DRIVE
CHICAGO, IL 60693-

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

**Vendor Fax #:**

| ITEM | UNITS | DESCRIPTION | PRICE | PROJ | GL ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|---|---|
| 1 | 0 | Eng. Services-National Ave/Bridge St Imp. Project Emergency; 1 Section 13-1-127<br>Old PO# 210119<br>Old Contract No.: 3318-17 Exp: 08/02/2021 | 0.00 | | 214-0000-720-8121 | 53,264.40 |

DEPARTMENT ORDER

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

| | |
|---|---|
| SUBTOTAL: | 53,264.40 |
| TAX: | 0.00 |
| SHIPPING: | 0.00 |
| **TOTAL** | 53,264.40 |

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**

B.P.O.

# CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 290661

REQUIREMENTS | CHECK APPROPRIATE BOX | DATE: 08.12.2021

**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.)

☐ 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 - National Ave Bridge St. Project — Old PO.# 210119

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

| DATE | NAME OF VENDOR | PHONE NUMBER | PERSON CONTACTED | PRICE QUOTED |
|---|---|---|---|---|
| | Stantec | | | 53,264.40 |
| | | | | |
| | | | | |

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

| LINE | QUANTITY | UNIT | DESCRIPTION | UNIT PRICE | SUB TOTAL |
|---|---|---|---|---|---|
| | | | Engineering Services- | | 53,264.40 |
| | | | National Ave. Bridge St. | | |
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**VENDOR:** Stantec **TOTAL: $** 53,264.40

**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 $ 53,264.40

BALANCE $ -119554.13

SIGNATURE OF PERSON REQUESTING

211-0000-720-8121

FUND | DEPARTMENT | ACTIVITY

APPROVED BY: _____ 7-24-21 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

# 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 Stantec in the amount of $53,264.40 for basic engineering services for the National Avenue, Bridge Street Improvement Project (Old PO# 210119). Stantec's Professional Engineering Services contract with the City expired on 08/02/2021. This purchase order will be in place until a competitive RFP process is completed, not to exceed 3 months.

At this time Stantec 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: **Stantec**

Address of Contractor: **1601 Camino Del Coronado**
**Tucumcari, NM 88401-5001**

Amount of prospective contract: **National Ave./ Bridge. St. $53,264.40**

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 # 3317-17 will expire on August 2, 2021 and at this time Stantec is on contract to complete the National/Bridge Street Project which is ongoing. Halting the project is not possible due to loss of funding as well as potential damage to public vehicles and unsafe driving surfaces.**

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 completive 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