





1700 North Grand Avenue Phone: (505) 454-1401 Fax: (505) 454-8027

> **PO Number: 240280** Date: 07/18/2023

> Request #: 400315 Vendor #: 02215

ISSUED TO: MILLER ENGINEERING CONSULTANTS

3500 COMANCHE NE, BUILDING F ALBUQUERQUE, NM 87107

CITY OF LAS VEGAS **SHIP TO:**

Attn:PUBLIC WORKS 1700 N GRAND AVE LAS VEGAS, NM 87701

Vandor Fay # (505) 888-3800

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBE	R	AMOUNT
1	0	Legion Dr. Reconstruction Project Emergency; 1 Section 13-1-127 State Procurement Code Old PO# 230261	0.00		214-0000-720-8	139	76,166.02
		Ret PD					
			2/04/	/	SUBTOTAL:		76,166.02
Approved By:		Date:	7/25/6	2023	TAX:		0.00
			/ /		SHIPPING:		0.00
		O			TOTAL		76,166.02

- 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

CITY OF LAS VEGAS REQUISITION FOR PURCHASE 400315 PURCHASE ORDER NO.: ___ DATE: REQUIREMENTS CHECK APPROPRIATE BOX PURCHASES INDER 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.: _____ EXPIRES: ___/___/__ (RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE) SPD CONTRACT; SPD NO.: _____ EXEMPT PURCHASE; Provide Section No.: GSA NO.: ____ = _____ EXPIRES: ___ /___ /_ GSA CONTRACT; 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: ___/___/ MEMERGENCY; SECTIONS 13-1-127 STATE PRODUREMENT CODE **STATEMENT OF NEED:** (Must Complete) egion Dr. Reconstruction Project Uld PD# 23006 *IN COMPLIANCE WITH THE PROCUREMENT CODE # 14-18 THE FOLLOWING QUOTES WERE OBTAINED* NAME OF VENDOR PHONE NUMBER PERSON CONTACTED PRICE QUOTED DATE Miller Engineering 10,166.02 (If needed, attach additional quote documentation to this requisition) DESCRIPTION UNIT PRICE LINE QUANTITY SUB TOTAL alon Dr. Rollins Old P.U.# 230210 VENDOR: MILLER FRANCEYING TOTAL: \$ 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 SIGNATURE OF PERSON REQUESTING EXPENDED TO DATE \$____ CURRENT EXPENSE \$_ 214-0000-720-8139 BALANCE FUND DEPARTMENT **ACTIVITY** APPROVED BY: _ BUDGET AVAILABLE YES: __ 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

TO:

Helen Vigil, Procurement Officer

From:

Daniel Gurule, Public Works Manager

DATE:

July 17, 2023

RE:

Emergency Determination

I am requesting a purchase order be issued to Miller Engineering in the amount of \$76,166.02 for the ongoing Legion Drive Project. This purchase order will be in place until a competitive RFP process is completed.

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: Miller Engineering Consultants, Inc

Address of Contractor: 3500 Comanche NE, Bldg. F Albuquerque, NM 87107

Amount of prospective contract: City of Las Vegas Legion Drive Reconstruction Project \$76,166.02

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.

- 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 # 3808-21 expired on October 29, 2022. City of Las Vegas Legion Drive Reconstruction Project
- 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 Will Advertise a Request for Proposal sooner than expiration date.

Certified by:

MIM	7/	
Department Director		

Date: <u>7-17-23</u>

Approved by:

Procurement Officer

Date: 7/19/23

Approved:

Finance Director

Date: 7/19/23