



**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:** 221702

**Date:** 05/27/2022

**Request #:** 292307

**Vendor #:** 00272

**ISSUED TO:** JEFFREY'S PLUMBING  
P.O. BOX 568  
LAS VEGAS, NM 87701

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

**Vendor Fax #:** (505) 425-6964

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	2	Labor/Mills Avenue Ulitities Building	165.00		101-5100-720-7401	330.00
2	1	Large sewer machine	100.00		101-5100-720-7401	100.00
3	1	Tax EMERGENCY 13-1-127	36.10		101-5100-720-7401	36.10

DEPARTMENT ORDER

**Approved By:**

**Date:** 5/31/2022

<b>SUBTOTAL:</b>	466.10
<b>TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	466.10

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**



# CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 292307

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 05.26.2022

**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.: \_\_\_\_\_ 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; 1.3 SECTIONS 13-1-127 STATE PRODUREMENT CODE

**STATEMENT OF NEED: (Must Complete)**

Emergency Service - Sewer back up at Mills Utilities Bldg.

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

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
	<u>Jeffrey's Plumbing</u>			<u>\$</u>

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

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
	<u>2</u>	<u>ea</u>	<u>Labor</u>	<u>165.00</u>	<u>330.00</u>
	<u>1</u>	<u>ea</u>	<u>Large sewer machine</u>	<u>100.00</u>	<u>100.00</u>
	<u>1</u>	<u>ea</u>	<u>Tax</u>	<u>36.10</u>	<u>36.10</u>

VENDOR: Jeffrey's Plumbing

TOTAL: \$ 330.00 + 46.10

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 \$ 37,510.00  
EXPENDED TO DATE \$ 32,731.40  
CURRENT EXPENSE \$ 466.10  
BALANCE \$ 302.50

SIGNATURE OF PERSON REQUESTING

101.5100-720-7401

FUND DEPARTMENT ACTIVITY

APPROVED BY: [Signature] 5/27/2022 BUDGET AVAILABLE YES: \_\_\_\_\_ NO: \_\_\_\_\_

15354

P.O. Box 568 Las Vegas, NM 87701  
Phone 425-7704 Loyd 505-617-0803

LIC. #59572

PHONE		DATE OF ORDER 3 125-122	
NAME City of Las Vegas			
ADDRESS		CITY Las Vegas	

QUAN.	DESCRIPTION	PRICE	AMOUNT	
2	Hours Labor (Emergency)	116500	330	00
1	Large Sewer Machine	10000	100	00
	1335 1st St			

*Payment of Court Costs and Attorney Fees in a lawsuit in any action or legal proceedings to enforce payment on contracts or invoices shall recover reasonable attorney fees and court costs.*

3% INTEREST MONTHLY AFTER 30 DAYS

DATE COMPLETED

CASH ON COMPLETION  
OF WORK

Subtotal	430	00
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Tax	36	10
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TOTAL	466	10
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INVOICE COPY

TECHNICIAN'S  
SIGNATURE \_\_\_\_\_

I hereby accept above performed service, and charges, as being satisfactory and acknowledge that equipment has been delivered.

CUSTOMER'S  
SIGNATURE \_\_\_\_\_



## 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: **Jefferies Plumbing**

Address of Contractor: **PO Box 568**  
**Las Vegas, NM 87701**

Amount of prospective contract: **\$466.10**

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: **Ran the sewer line at Utilities Building on Mills Ave due to a back up.**

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. \

**Jefferies Plumbing was utilized on previous sewer backups and had the proper machine to do so. Two contractors were called on a previous backup and were unable to provide the services**

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 sewer line will have to be replaced due to roots from trees within the area.**

VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances. **A machine was purchased to be used for City buildings.**


Certified by:



Department Director

Date: 5-27-22

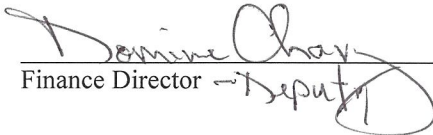
Approved by:



Procurement Officer

Date: 5/27/2022

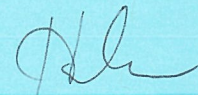
Approved:



Finance Director - Deputy

Date: 6/1/2023

Dominic  
Please sign determination  
form, You forgot to  
sign this page.





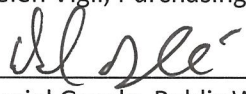
# City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | [lasvegasnm.gov](http://lasvegasnm.gov)

Mayor Louie A. Trujillo

## MEMORANDUM

TO: Helen Vigil, Purchasing

FROM:   
Daniel Gurule, Public Works Manager

DATE: May 27, 2022

RE: Request for a purchase order for Jeffery's Plumbing & Heating

I am requesting a purchase order be issued to Jeffery's Plumbing & Heating in the amount of \$466.00 for an emergency call to fix a sewer line backup at Utilities Building on Mills Ave.

Jeffery's Plumbing went out to the same location two times prior in which I did try to solicit two other contractors as they were unable to provide services needed at that time. I thought a purchase order was made out for this particular call out but it wasn't. I forgot to fill out the emergency determination paperwork within the three allotted days.

Please contact me if you have any questions or need further information. Thank you.

David Ulibarri  
Councilor Ward 1

Michael Montoya  
Councilor Ward 2

Barbara Casey  
Councilor Ward 3

David G. Romero  
Councilor Ward 4