



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: 240389

Date: 07/31/2023

Request #: 400485

Vendor #: 07914

ISSUED TO: ARIA INC
1360 VEGAS VERDE SUITE B
SANTA FE, NM 87507-

SHIP TO: City of Las Vegas
Attn: Fire Department
604 Legion Drive
Las Vegas, NM 87701

Vendor Fax #:

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	Travel Fee	85.00		203-0000-710-7401	85.00
		Travel Fee 85.00				
2	1	Labor/ Parts (IF NEEDED)	2,915.00		203-0000-710-7401	2,915.00
		Cost is estimated. Actual price will not be available until AC is diagnosed				
		13-1-127				

Approved By:

Date: 8/1/2023

SUBTOTAL:	3,000.00
TAX:	0.00
SHIPPING:	0.00
TOTAL	3,000.00

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

400 485

DATE: _____

7/31/23

EMERGENCY; _____ SECTIONS 13-1-127 STATE PROUDUREMENT CODE

Service on AC at Station 1

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

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
7/31/23	Cartwright's Heating & Cooling (505)	982-2511	Arely Avitia	\$ 3,000.00

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

[illegible]

VENDOR: Arica DBA Cartwright's Htg/Hgt	TOTAL: \$ 3,000.00
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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 \$ 10,000.00

EXPENDED TO DATE \$ _____

CURRENT EXPENSE \$ 3,000.00

BALANCE \$ 7,000.00

SIGNATURE OF PERSON REQUESTING

203-0000-710-74/01

FUND

DEPARTMENT

ACTIVITY

APPROVED BY: D. Hay 8/1/23

BUDGET AVAILABLE YES: _____ NO: _____

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 ext. 1106

II. Name of Contractor: Cartwrights Heating and Cooling

Address of Contractor: 1360 Vegas Verde, Suite B Santa Fe NM 87507

Amount of prospective contract: Term \$3,000.00

of prospective contract: 30 days

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

Repair the air conditioner at Station 1.

- 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 AC is not working at Station 1. With the AC not working the building is really hot with the heat outside and poses a possible threat to heat stroke for the 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.).

This emergency procurement is only in place to fix the air conditioner.

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

The agency will regularly service the air conditioners during summer months to prevent a malfunction or break.

Certified by:


Date: 8/1/2023




Agency Chief Procurement Officer

Agency Approval by:

Date: —

 8/1/23

Governmental Entity Head or Designee



Department Director

7/31/23
Date



Christina Baca <cbaca@lasvegasnm.gov>

AC Repair Services

3 messages

Christina Baca <cbaca@lasvegasnm.gov>
To: rr.cartwrights@rrsc.com

Mon, Jul 31, 2023 at 1:50 PM

Good afternoon Arely,

I am aware that I Captain Daniel Atencio contacted you for a quote to service the air conditioner at one of our stations in Las Vegas, NM. He mentioned that there is an \$85 trip fee and we would get a free estimate. Can you send me a quote for that and a w9, please?

*Christina (Montana) Baca**Administrative Assistant II**Fire Department**(505) 454-1401 ext. 3208**cbaca@lasvegasnm.gov**The City of Las Vegas values responsiveness and commits to responding to all email and phone calls within 24 hours*

Cartwrights Plumbing <rr.cartwrights@rrsc.com>
To: Christina Baca <cbaca@lasvegasnm.gov>

Mon, Jul 31, 2023 at 2:03 PM

Hi Mr. Atencio,

In order to give you an accurate estimate we would need to send our technician

out to your location to take a look at the issue. We do not keep prices here in the office.

Once de can properly diagnose the issue he would provide you with a free estimate.

Attached is a copy of our W9 form.

Thank you!

*Arely Avitia***CARTWRIGHT'S***Plumbing, Heating, And Cooling***Phone (505)982-2511****Fax (505)471-0557****rr.cartwrights@rrsc.com**



Christina Baca <cbaca@lasvegasnm.gov>

AC Repair Services

1 message

Daniel J. Atencio <djatencio@lasvegasnm.gov>

Mon, Jul 31, 2023 at 1:04 PM

To: Steve Spann <sspann@lasvegasnm.gov>, Christina Baca <cbaca@lasvegasnm.gov>

Chief,

If you email (Arely) at Cartwrights Heating and Cooling, they can send over a tech today to fix the systems here at St#1. Here is the email address:

rr.cartwrights@rrsc.com

They said that there is a \$85 trip charge and that they would give a free estimate.

MANAGER

Greg Mirkowski

PHONE

505-216-2507

ADDRESS

1360 Vegas Verde, Suite B

Santa Fe, NM 87507--

Daniel Atencio, Capt.

Las Vegas Fire Dept.

604 Legion Dr.

Las Vegas, NM 87701

505-426-4103

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