



**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:** 231349

**Date:** 03/02/2023

**Request #:** 301842

**Vendor #:** 07815

**ISSUED TO:** WELCH'S BOILER SERVICE INC  
6060 ISLETA BLVD SW  
ALBUQUERQUE, NM 87105-

**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	23	Labor regular time	125.00		101-5100-720-7401	2,875.00
2	1	Tax	237.79		101-5100-720-7401	237.79
		Emergency; 1,3. Sections 13-1-127				
3	146	Trip charge	1.60		101-5100-720-7401	233.60
4	1	Sight glass & gaskets	47.23		101-5100-720-7401	47.23

DEPARTMENT ORDER

**Approved By:**

**Date:**

3/3/2023

<b>SUBTOTAL:</b>	3,393.62
<b>TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	3,393.62

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**

301842

## REQUIREMENTS

DATE: 03.02.2023

<input type="checkbox"/> \$0 TO \$19,999.99	Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes;
<input type="checkbox"/> \$20,000.00 TO \$59,999.99	Requires 3 written and signed quotes; (Goods or services)
<input type="checkbox"/> \$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; 43 SECTIONS 13-1-127 STATE PRODUREMENT CODE

Replace broken sight glass on boiler at Municipal Court bldg.

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

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
	Welch's Boiler Service			3,179.00

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

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
	23	ea	Labor Regular time	125.00	2,875.00
	1	ea	Sight glass + gaskets	47.23	47.23
	146	ea	Trip charge	1.60	233.60
	1	ea	Tax	<del>23.23</del>	<del>23.23</del>
				237.79	237.79

VENDOR: Welch's Boiler Service

TOTAL: \$ 3,179.06 393.62

**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 \$ 40,000.00

EXPENDED TO DATE \$ 30,500.22

CURRENT EXPENSE \$ 3,179.00

BALANCE \$ 6,311.72

SIGNATURE OF PERSON REQUESTING

101.5100.720.7401

FUND

DEPARTMENT

## ACTIVITY

APPROVED BY: Lasha m k

BUDGET AVAILABLE YES: ✓ NO: \_\_\_\_\_

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT

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: **Welch's Boiler Service**

Address of Contractor: **6036 Isleta Blvd. SW, Albuquerque, NM 87105**

Amount of prospective contract: **\$3,393.62**

Term of prospective contract: **Approximately 23 labor hours**

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract: **Welch's Boiler Service will install a new sight glass and provide an estimate on replacing the shut off valves for the radiators that are also leaking.**

- 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 sight glass on boiler at the Municipal Court Building is leaking water . Several of the shut offs are also leaking so the boiler is not functioning right. Due to this issue the boiler needs to be <sup>reset</sup> every time the water level goes low to avoid the boiler being shut off resulting in no heat in the building.**

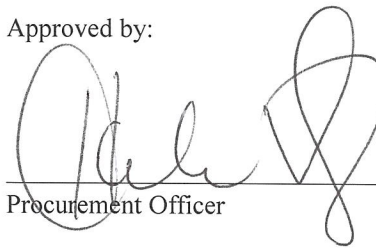
- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).  
**Emergency is only in place until the sight glass is repaired to stop the leak. Welch's Boiler Service is the only vendor who can respond immediately.**
- VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances. **Will perform thorough maintenance checks on the boiler system more often to catch issues before they become emergencies.**

Certified by:

  
Department Director

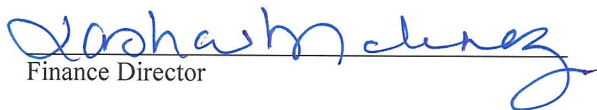
Date: 3-3-23

Approved by:

  
Procurement Officer

Date: 3/3/2023

Approved:

  
Finance Director

Date: 3.3.2023



**PROJECT ESTIMATE**

DATE: 03/02/2023

QUOTE ID: 6155  
SERVICE: City of Las Vegas Courthouse WBS  
LOCATION:  
STREET: 727 Grand Ave.  
CITY: Las Vegas, NM 87701

CONTACT: Ernest Jaramillo  
Ph:(505) 617-0450  
DATE SUBMITTED: 03/02/2023  
PREPARED BY: Crites, Jerry

**DESCRIPTION:**

Las Vegas Court House Boiler Repair

**SCOPE OF WORK:**

Supply Parts and Labor to Replace sight glass on Peerless Boiler... also Check Multiple Steam Valves in building on heating System..

DNE \$3500.00

ITEM	QUANTITY	UNIT PRICE	TOTAL
Labor Regular Time	23	\$125.00	\$2,875.00
Sight glass and Gaskets	1	\$47.23	\$47.23
Trip Charge	146	\$1.60	\$233.60
<b>Tax</b>			\$237.79
<b>Total</b>			\$3,393.62

---

SIGNATURE

---

PRINT NAME

---

DATE

**Due to the current volatility in the commodity market and supply chain, Yearout Mechanical/Welch's Boiler are unable to predict material pricing. Prices for commodity material and fixtures are estimated on today's cost for the material and may fluctuate depending upon market conditions that are outside of Yearout Mechanical/Welch's Boiler control. Yearout Mechanical/Welch's Boiler shall receive an "add" to the contract price to reflect any accompanying increases to Yearout Mechanical/Welch's Boiler in the cost of the commodity.**

This pricing quote shall be honored for ten (10) days from delivery.