



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: 230291

Date: 07/22/2022

Request #: 300384

Vendor #: 07842

ISSUED TO: LESLIE L. MARTINEZ
PO BOX 3719
LAS VEGAS, NM 87701-

SHIP TO: CITY OF LAS VEGAS
Attn: TRANSIT-MEADOW CITY EXPRESS
500 RAILROAD AVE
LAS VEGAS, NM 87701

Vendor Fax #:

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	Tax on Labor EMERGENCY 13-1-127	31.25		231-0000-700-7408	31.25
2	1	Diagnose Broken AC	75.00		231-0000-700-7408	75.00
3	1	Labor to replace switch and Recharge System	125.00		231-0000-700-7408	125.00
4	1	Shipping for Pressure Switch	15.00		231-0000-700-7408	15.00
5	1	Freon	65.00		231-0000-700-7408	65.00
6	1	Pressure switch	85.00		231-0000-700-7408	85.00

DEPARTMENT ORDER

Approved By:

Date: 7/26/2022

SUBTOTAL:	396.25
TAX:	0.00
SHIPPING:	0.00
TOTAL	396.25

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.: 300384

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 7/22/22

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; B3 SECTIONS 13-1-127 STATE PRODUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Broken AC unit on Van #31

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

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
<u>7/21/22</u>	<u>Custom Coachworks</u>	<u>310-3748</u>	<u>Les Martinez</u>	<u>396.25</u>

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

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
<u>1</u>	<u>1</u>	<u>ea</u>	<u>Diagnose Broken AC</u>	<u>75.00</u>	<u>75.00</u>
<u>2</u>	<u>1</u>	<u>ea</u>	<u>Pressure Switch</u>	<u>85.00</u>	<u>85.00</u>
<u>3</u>	<u>1</u>	<u>ea</u>	<u>Shipping for Switch</u>	<u>15.00</u>	<u>15.00</u>
<u>4</u>	<u>1</u>	<u>ea</u>	<u>Freon</u>	<u>165.00</u>	<u>165.00</u>
<u>5</u>	<u>1</u>	<u>ea</u>	<u>Labor to Replace Switch and</u>	<u>125.00</u>	<u>125.00</u>
			<u>Recharge system</u>		
<u>6</u>	<u>1</u>	<u>ea</u>	<u>Tax on Labor</u>	<u>31.25</u>	<u>31.25</u>

VENDOR: Leslie L. Martinez Custom Coachworks TOTAL: \$ 396.25

ADDRESS: P.O. Box 3719 Las Vegas NM 87101

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 \$ 23,000.00

EXPENDED TO DATE \$ 1800.00

CURRENT EXPENSE \$ 396.25

BALANCE \$ 20,803.75

M.C. [Signature]
SIGNATURE OF PERSON REQUESTING

231-0000-700-7408

FUND

DEPARTMENT

ACTIVITY

APPROVED BY: [Signature] 7/26/2022

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 - Transportation Dept*

Agency Chief Procurement Officer: *Helen Vigil*

Telephone Number: *505-454-1401 X-1106*

II. Name of Contractor: *Custom Coachworks*

Address of Contractor:
*2700 7th St
Las Vegas 87701*

Amount of prospective contract: Term
of prospective contract: *\$396.25*

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

*Diagnose and Repair AC system on Van 0863161
Includes new pressure switch and evacuation
with recharge of AC system.*

Diagnose - 15.00

Switch - 85.00/shipping 15.00

Freon - 65.00

Labor to replace switch and recharge 125.00

Tax on Labor - 31.25

Total - 396.25

- 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.

Section B-3 the health and safety of any person
with the recent temperatures above 85° the AC
System failed resulting in an unsafe condition for
both passengers and driver.

- 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.).

We will have to have our vans fixed ASAP
because they are ADA vans needed every day.

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

We will look into purchase order options and
have something in place before incidents like
this.

Certified by:



Agency Chief Procurement Officer

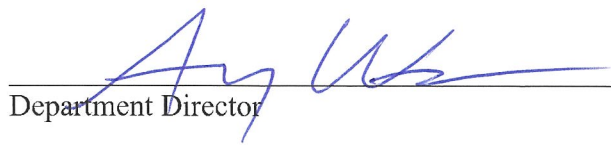
Date: 7/26/2022

Agency Approval by:

Date: —



Governmental Entity Head or Designee



Department Director

Date: 7/26/22

MATERIAL: ALL PARTS NEW UNLESS SPECIFIED: U-USED, R-REBUILT, RC-RECONDITIONED

A. adamis
GT387C
09-1: