





Phone: (505) 454-1401 Fax: (505) 454-8027

**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				
					SUBTOTAL:	396.25
Approv	ed By:	Date:	7/26/2	000	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

CITY OF LAS VEGAS REQUISITION FOR PURCHASE							
PURCHASE ORDER NO.:				300384			
REQUI	REMENTS		CHECK APPROPRIAT	ГЕ ВОХ	DATE:	7/2	7/77
PURCHAS	SES INDER RESOI	LUTION #14	-18 STATE PROCUREMI	ENT CODE:			
\$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes;							
			3 written and signed quot		d of C-Illai	rea quotes,	
	0.00 AND OVER		ocess (Requires RFQ, RF				
BID N	O.:	AWARDED:	/;	CONTRACT NO.:		EXPIRES:_	//
	(REC	ORD BID N	UMBER, AWARDED DA	TE, AND CONTRACT	NUMBE	R ABOVE)	
SPD C	ONTRACT; SI	PD NO.:	- 14 A		FXPIRE	s. /	
			tion No.:		- Latinta		
			_		- EXPIRE	S:/	/
PROFE							
SOLE S	SOURCE: REQUIF	RES DETERM	MINATION AND MUST	BE POSTED ON CLV	WEBSITE	FOR 30 DAY	'S
			NG GOODS AND/OR S				
OTHE	R CITY CONTRA	CT: NO:		EXPIRES:	_/	/	
EMER	GENCY; SEC	CTIONS 13-1	-127 STATE PRODURE	MENT CODE			
STATEME	ENT OF NEED:	(Must Compl	ete)				
Broken AC unit on Van #31							
			ROCUREMENT CODE			JOTES WEI	RE OBTAINED*
DATE	NAME OF VI		PHONE NUMBER	PERSON CONTAC			CE QUOTED
7/21/22	Custom Co	ochworks	310-3748	Les Martine	2	396.	25
		(If and a dead		1	Tomas de la constante de la co		
LINE	QUANTITY	UNIT	, attach additional quote d		-	PRICE	CLID TOTAL
LINE	QUARTITI						SUB TOTAL
2		la	Diagnose Bro			75.00	75,00
3	1		Pressure SWH	Swilleh		85.00	85.00
U		<u>ea</u>	Shipping for s	SMITEN		(5.00	15.00
5		Pa	I may la Dad	ace Switter and	- 1	25.00	125.00
	•	- 24	Recharge 5	1	-	63.00	123.00
6		ea.	Tax on take	1-	Appel	31.25	31.25
			CAR DA LAW		39	31.00	1.0-10
VENDOR:	and the same of th	artinez	Custom Conchusor	ks TOTAL: \$			39625
ADDRESS: RO. Box 3719 Las Veges NM 87701							
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 MUC.PL - 17/1/							
EXPENDED TO DATE \$ 1800.00 SIGNATURE OF PERSON REQUESTING							
CURRENT EXPENSE \$ 396.35  BALANCE \$ 70.303.75 231-0000-700-7408							
BALANCE	\$	10,80	DIA		EPARTME	INT	ACTIVITY
ADDDOVED	DV. IV	a					ACTIVITY
APPROVED BY: BUDGET AVAILABLE YES: NO:							
· WI	HITE COPY: ACCOU	NTS PAYABLE	YELLOW CO	DPY: PURCHASING	PIN	K COPY: DEPA	ARTMENT A

## 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
- 1. Name of Agency: City of Las Veyas Transportation Dept
  Agency Chief Procurement Officer:
  Helen Vigil
  Telephone Number:

  SOS-U54-1401 X-1106
- II. Name of Contractor: Custom Coach Works
  Address of Contractor:

  2706 7th st
  Las Vegas 87701

Amount of prospective contract: Term

of prospective contract: **4396.25** 

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

Pragnose and Repair AC system on Van 0863/69

Includes new pressure switch and evacuation
with recharge of AC system.

Pragnose - 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 tempotans above 85° the AC System failed resulting in an unsafe condition for both passengers and drucer.

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 meeded 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.

2015 Emergency Form

Certified by:  Agency Chief Procurement Officer	Date: 7/26/2022
Agency Approval by:  Governmental Entity Head or Designee	Date:
Department Director	Date: 7/24/22

Lustom Loach works 200 Ret 7th St 505-310-3748	NAME CITA	Af lastage	PHONE DOU.
DANKATH Stor 210 27118	ADDRESS 9	OF CAS Vegas	
	CITY, STATE, ZIP		
LAS VOSAS-87701 MATERIAL: ALL PARTS NEW UNLESS SPECIFIED: U-USED, R-REBUILT. RC-RECONDITIONED	2ND AUTHORIZED NAME		PHONE
OLY, PART NO. NAME OF PART PRICE WARRANTY  OSCILLA	1	GUSTOMER'S INFORMATI M. CUSTOMER'S ORDER NO.	PROMISED (DATE & TIME) A.M. P.M.
Sw. 100 85.04	LICENSE NO.	ODOMETER	SERIAL #/VIN/ C Z/G / L/MOTOR # WRITTEN BY
Freen 65.00	LUBE OIL CHA	NIGE FLUSH TRANS. FLUSH ZARDOUS OR OTHER WAS	
	Diag	nose A/c	25,00
	Repl	190e Low pressi	198 SW. 125:00
MEGHANICS RECOMMENDATIONS	METHOD OF PAYMENT:  CHECK CHARGE CASH	Daily Storage fee after repair Work has been completed and customer has been notified. No charges shall accrue or be due and payable for a period of 3 working days from date of notification.	LABOR ONLY 200. 00 PARTS 150:00 ACCESSORIES
	FLAT RATE HOURLY BOTH GUARANTEE EFFECT RETAIN PARTS TIME	GUARANTEED ITEM(S)	GAS, OIL & GREASE MISC. MERCHANDISE
Estimated cost S Estimate Charge Basis for Charge		GUARANTEE EFFECTIVE UNTIL:	SUBLET REPAIRS
PLEASE READ CAREFULLY, CHECK ONE OF THE STATEMENTS BELOW, AND SIGN:		MILEAGE Shipping	STORAGE FEE 1500
UNDERSTAND THAT, UNDER STATE LAW, I AM ENTITLED TO A WRITTEN ESTIMATE, NCLUDING A COMPLETION DATE, IF MY FINAL BILL WILL EXCEED \$100. (\$50 in MD)	AUTHORIZED BY		TAX LAbor TA 31. 25
I REQUEST A WRITTEN ESTIMATE. THE FINAL BILL MAY NOT EXCEED THIS ESTIMATE WITHOUT MY WRITTEN APPROVAL.		You are entitled by faw to the return of all parts rep you agree otherwise by initiating the following: _ replaced during the authorized repairs.	placed, except those for which there is a core charge, unless  1 do not desire the return of any of the parts that are
LIDO NOT REQUEST A WRITTEN ESTIMATE, AS LONG AS THE REPAIR COSTS DO NOT SECURITY OF THE SHOP MAY NOT EXCEED THIS AMOUNT WITHOUT MY WILL DO NOT REQUEST A WRITTEN ESTIMATE.	VOT EXCEED RITTEN OR ORAL APPROV	Ine above repairs, along with any necessary ma inchicle for the purpose of testino, inspection, an	damage caused by theft, fire, or acts of nature. I authorize aterials. I authorize you and your employees to operate my id delivery at my risk. An express mechanic's lien is hereby amount of the repairs thereto. If I cancel repairs prior to their sembly fee of Swill be applied.
Checked lines apply (Preparer must check at least one):This charge represents costs and profits to the motor vehicle repair facility for miscellaneous sho	n sunnlies or waste discosal	SIGNED LES VHZ	7 
This amount includes a charge of S, which is required under	law.	DATE 7-21-22	Ø adams GT387€ 09-1: