



**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:** 231781

**Date:** 06/02/2023

**Request #:** 302479

**Vendor #:** 05584

**ISSUED TO:** RUBEN'S SEPTIC SERVICE  
PO BOX 3191  
LAS VEGAS, NM 87701-

**SHIP TO:** CITY OF LAS VEGAS  
Attn:WASTE WATER  
462 S. FRONTAGE RD.  
LAS VEGAS, NM 87701

**Vendor Fax #:**

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	3	REMOVAL OF SEPTIC WASTE 6/1/23 COMMERCE ST & UNIVERSITY MANHOLE	400.00		613-0000-650-7407	1,200.00
2	1	TAX ON LABOR 13-1-127	99.25		613-0000-650-7407	99.25

**DEPARTMENT ORDER**

**Approved By:**

**Date:** 6/5/23

<b>SUBTOTAL:</b>	1,299.25
<b>TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	1,299.25

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**

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: **Rubens Septic Service**

Address of Contractor:

***PO Box 3191***

***Las Vegas, NM 87701***

Amount of prospective contract: **\$1299.25**

Term of prospective contract: **One time**

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

***Pumping out manhole to locate exit line.***

*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.

***There was a manhole overflowing and causing backups into customer homes I the area. The manhole water level was too high to jet stream and needed to be pumped down to locate the exit line from the manhole. Ruben's Septic was able to pump out the manhole quickly.***


- 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 emergency has been resolved and customer homes are no longer affected.*

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

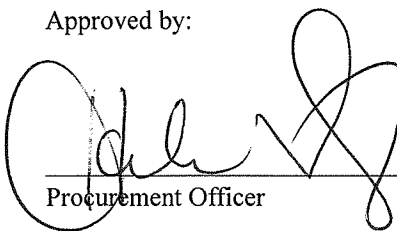
*Establish contract through procurement process with Ruben's septic to have on call services.*

Certified by:

  
\_\_\_\_\_  
Department Director

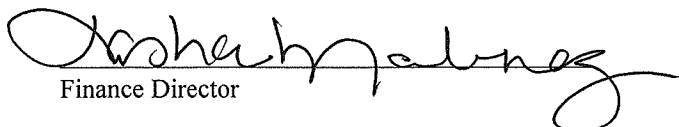
Date: 6/2/23

Approved by:

  
\_\_\_\_\_  
Procurement Officer

Date: 6/2/2023

Approved:

  
\_\_\_\_\_  
Finance Director

Date: 06-05-2023

## CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 302479

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 6.2.23

## 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; \_\_\_\_\_ SECTIONS 13-1-127 STATE PRODUREMENT CODE

## STATEMENT OF NEED: (Must Complete)

Needed to clear empty manhole to allow for jetting work.

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

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
<u>6.1.23</u>	<u>Rubens Septic Service</u>	<u>505.425.5987</u>		<u>1299.25</u>

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

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
<u>1</u>	<u>3</u>	<u>ea.</u>	<u>Removal of Septic Waste - 6.1.23</u>	<u>400.00</u>	<u>1200.00</u>
			<u>Commerce St + University Manhole</u>		
<u>2</u>	<u>1</u>	<u>ea</u>	<u>Tax on Labor 8.27%</u>	<u>99.25</u>	<u>99.25</u>

VENDOR: Rubens Septic Service

TOTAL: \$

1299.25ADDRESS: P.O. Box 3191 Las Vegas, 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 \$ 30,900.-

EXPENDED TO DATE \$ 10,852.23

CURRENT EXPENSE \$ 1299.25

BALANCE \$ 298,748.52

SIGNATURE OF PERSON REQUESTING

013-0000-050-7407

FUND

DEPARTMENT

ACTIVITY

APPROVED BY: [Signature]

BUDGET AVAILABLE

YES: ☒NO: ☐

WHITE COPY: ACCOUNT'S PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT

# RUBEN'S SEPTIC SERVICE

P.O. BOX 3191, LAS VEGAS, NM 87701  
(505) 425-5987 OR (505) 429-1218

## ◆◆◆ INVOICE

**TO:** CITY OF LAS VEGAS  
WASTE WATER DEPARTMENT  
1700 N. GRAND AVE  
LAS VEGAS, NM 87701

**SERVICE** REMOVAL OF SEPTIC WASTE  
**LOCATION** WASTE WATER DEPARTMENT  
LAS VEGAS, NM 87701

505-454-1401

JOSH  
505-429-7070

17	6/1/2023	6/11/2023		7/1/2023
INVOICE NO.	DATE	DUE DATE	DATE OF SERVICE	GOOD TILL
P.O. NUMBER	PREPAID/COLL.	TECHNICIAN	TAX EXEMPT?	EXEMPTION NO.

TERMS:	Due Upon Receipt	Past due after 30 days	\$20.00 LATE FEE	
QTY	DATE SERVICED	DESCRIPTION	PRICE	TOTAL
3	6/1/2023	REMOVAL OF SEPTIC WASTE COMMERCE STREET & UNIVERSITY MANHOLE	\$400.00	\$1,200.00
PLEASE MAKE CHECKS PAYABLE TO:			SUBTOTAL	\$1,200.00
RUBEN'S SEPTIC SERVICE			TAX RATE	8.27%
P.O. BOX 3191			SHIPPING AND HANDLING	\$99.25
LAS VEGAS, NM 87701			TOTAL AMOUNT DUE	\$1,299.25