



**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:** 230951

**Date:** 11/15/2022

**Request #:** 301264

**Vendor #:** 02941

**ISSUED TO:** BRAINERD ANIMAL HEALTH CENTER  
21 COUNTY RD A4A  
SAPELLO, NM 87745

**SHIP TO:** City of Las Vegas  
Attn: Police Department  
318 Moreno Street  
Las Vegas, NM 87701

**Vendor Fax #:** (505) 425-1704

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	EMERGENCY VETERINARY SERVICES NEEDED ASAP INVOICE 34000 EMERGENCY PURCHASE FOR ANIMAL CARE CENTER	196.77		101-4900-710-7305	196.77

DEPARTMENT ORDER

**Approved By:**

**Date:** 11/17/2022

<b>SUBTOTAL:</b>	196.77
<b>TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	196.77

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

301264

PURCHASE ORDER NO.: \_\_\_\_\_

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE:

11/15/2022

## 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)

THREE DOGS PRESENTED AGGRESSIVE BEHAVIORS AND WERE A DANGER TO THE PUBLIC. THE VETERINARIANS WE HAVE ON OPEN PO WERE NOT AVAILABLE SO ACC MANAGER TOOK THEM TO THE VERERINARIAN WHO WAS.

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

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED

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

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
1	1	EACH	INVOICE 34000 EMERGENCY VETERINARY SERVICE	196.77	196.77
2					-
3					-
4					-
5					-
6					-
7					-
8					-
9					-
10					-
11					-

VENDOR: BRAINERD ANIMAL HEALTH CENTER

TOTAL: \$

196.77

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 \$ 60,550.00  
 EXPENDED TO DATE \$ 44,827.95  
 CURRENT EXPENSE \$ 196.77  
 BALANCE \$ 15,525.28

SIGNATURE OF PERSON REQUESTING

101.4900.710.7305

FUND

DEPARTMENT

ACTIVITY

APPROVED BY:  BUDGET AVAILABLE YES: \_\_\_\_\_ NO: \_\_\_\_\_

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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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 conditions 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:

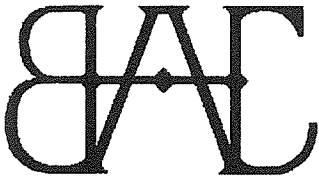
1. The functioning of government;
2. The preservation or protection of property; or
3. The health or safety of any person

I. Name of Agency: City of Las Vegas  
Agency Chief Procurement Officer: Helen Vigil  
Telephone Number: (505)454-1401

II. Name of Contractor: Brainerd Animal Health Center  
Address of Contractor: 21 County Road A4A  
Amount of prospective contract: 196.27  
Term of prospective contract: Payment of invoice

- III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract: Three dogs presented with aggressive behaviors and were deemed a danger to the public and the staff at the Animal Care Center.
- 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 completion utilized in compliance with NMSA 1978, Section 13-1-127. The veterinarian provided euthanasia services for three dogs. The veterinary clinics that the ACC has POs with were not open and the euthanasia services were needed as soon as possible.
- 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 only utilize this form of procurement when the situation deems it to be urgent. The ACC Manager deemed this situation urgent because all other veterinary offices in town with POs were closed and euthanasia services were urgently needed.
- VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances. The ACC has POs



**Brainerd Animal Health Center**

21 County Road A4A  
Sapello, NM 87745  
(505) 425-1108

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City Of Las Vegas Animal Care Center  
1700 NORTH GRAND  
LAS VEGAS, NM 87701

Client ID: 93  
Invoice #: 34000  
Date: 11/15/2022  
(505) 426-3289

Patient ID: 16132		Species: Canine	Weight:	
Patient Name: Dogs (4)		Breed: Unknown	Birthday: 00/00/0000	Sex: Male
11/15/2022	<b>Description</b>	<b>Staff Name</b>	<b>Quantity</b>	<b>Total</b>
	Euthanasia Solution	Bill Brainerd, DVM	34.00	\$0.00
	hazmat fee		1.00	\$2.00 T
	18 1/2ml syringe		1.00	\$1.00 T
	EUTHANASIA SMALL ANIMAL		3.00	\$180.00 T
<b>Patient Subtotal:</b>				<b>\$183.00</b>
<b>Invoice Total:</b>				<b>\$183.00</b>
NM Tax and Rev :				\$13.27
Total:				\$196.27
Balance Due:				\$196.27
Previous Balance:				\$0.00
<b>Balance Due:</b>				<b>\$196.27</b>

All Prescriptions called in before 11:30 AM will be available as of 1PM same day. All after 11:30 AM will be available next day.

