



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: 231038

Date: 12/14/2022

Request #: 301398

Vendor #: 04577

ISSUED TO: OVERHEAD DOOR COMPANY OF SANTA FE
 10 BISBEE CT.,UNIT E
 SANTA FE, NM 87508-

SHIP TO: City of Las Vegas
 Attn:Fire Department
 604 legion Drive
 Las Vegas, NM 87701

Vendor Fax #: (505) 345-2190

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	0	Emergency repair of Bay Door 20-00000-21-00008 Exp 09/26/2023	0.00		101-5000-710-7401	500.00

DEPARTMENT ORDER

Approved By:

Date:

SUBTOTAL:	500.00
TAX:	0.00
SHIPPING:	0.00
TOTAL	500.00

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

BPO

301398

12/14/2022

STATEMENT OF NEED: (Must Complete)

Repair of Bay door at St #2

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

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

\$ 500.00

FEDERAL TAX NO.:

PINK COPY: DEPARTMENT



City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | lasvegasnm.gov

Mayor Louie A. Trujillo

MEMORANDUM

TO: Dominic Chavez, Deputy Finance Director

FROM: 
Fire Chief Steven Spann

DATE: December 14, 2022

RE: Emergency purchase Order –Overhead Doors

The Las Vegas Fire Department is requesting that emergency purchase order an (BPO) be issued to Overhead Doors in the amount \$500.00 from line item 101-50000-710-7401. We were just informed that the wheel on the main bay door at Station#2 fell off the track and the door is inoperable at this moment. Our crews were able to get the door closed but it cannot be opened as there may be a possibility of the door collapsing. I spoke with Denise at Overhead Doors in Santa Fe, she can't schedule a time for a technician to be here until a purchase order in place, also their company is on State contract which I have attached to this memo.

Should you have any questions please feel free to contact me at ext. 3208.

David Ulibarri
Councilor Ward I

Michael Montoya
Councilor Ward 2

Barbara Casey
Councilor Ward 3

David G. Romero
Councilor Ward 4



**State of New Mexico
General Services Department
Purchasing Division**

Statewide Price Agreement Amendment

Awarded Vendor:

(AB) 0000089734

**Overhead Door Co. of ABQ (a division of DH
Pace Company Inc.)**

5656 Pasadena Ave, NE

Albuquerque, NM 87113

505-344-3667

servicenm@dhpac.com

Number: **20-00000-21-00008**

Amendment No.: **Two**

Term: **September 27, 2021 – September 26, 2023**

Ship To:

**All State of New Mexico agencies, commissions,
institutions, political subdivisions and local
public bodies allowed by law.**

Procurement Specialist: **Michael Saavedra**

Telephone No.: **(505) 372-8489**

Email: **Michael.Saavedra@gsd.nm.gov**

Invoice:

As Requested

Title: Door Hardware and Associate Parts

This amendment is to be attached to the respective Price Agreement and become a part thereof.

This amendment is issued to reflect the following effective immediately: Overhead Door Co. of ABQ (a division of DH Pace Company Inc.) is granted a price increase as shown in the table on the following page.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

Valerie Paulk

NEW MEXICO State Purchasing Agent

Date: **11/17/2022**

× This Agreement was signed on behalf of the State Purchasing Agent

State of New Mexico
General Services Department
Purchasing Division
Statewide Price Agreement #: 20-00000-21-00008

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Awarded Vendors:

(AA) 0000007870

Craftmaster Hardware, LLC

PO Box 5011

Greensburg, PA 15601

800-221-3212 ext 117

clogan@craftmasterhardware.com

FOB: Destination

Delivery: UPS Ground-5-30 Days ARO

(AB) 0000089734

Overhead Door Co of ABQ

a division of DH Pace Company Inc.

5656 Pasadena Ave, NE

Albuquerque, NM 87113

505-344-3667

servicenm@dhpac.com

FOB: Destination

Delivery: Albuquerque, NM

(AC) 0000071047

Security Hardware Solutions, LLC

PO Box 67578

Albuquerque, NM 87193-7578

505-792-9316

shawn@securityhardwaresolutions.com

FOB: Destination

Delivery: 2923 Girard Blvd. NE, Albuquerque,
NM 87108



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 Ext. 1106

II. Name of Contractor: Over Head Door Co. of ABQ

Address of Contractor: 5656 Pasadena Ave. NE, Albuquerque, NM 87713

Amount of prospective contract: \$500.00

Term of prospective contract: NA

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract: Repair Bay Door At Station 2

- 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.

Bay door came off the rail and could cause the door to come off the hinges and create a hazard.

- 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.).

Over Head Door Co. coming to replace the wheel.

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

Have the Over Head Door Co come out annually to service.

Certified by:

Date: _____

Out of the office on
this day.

Agency Chief Procurement Officer

Agency Approval by:

Date: _____

Dominic Chen 12/14/22
Cabinet Secretary/Governmental Entity Head or Designee
Deputy Finance Director