



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: 221732

Date: 06/01/2022

Request #: 292339

Vendor #: 03117

ISSUED TO: MARK S McADAMS
HC 34 BOX 2E
SAPELLO, NM 87745

SHIP TO: CITY OF LAS VEGAS
Attn:PUBLIC WORKS
1700 N GRAND AVE
LAS VEGAS, NM 87701

Vendor Fax #: (000) 000-0000

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	0	Lbor, parts needed (\$55 per hour) Emergency; Section 13-1-127	0.00		101-5100-720-7401	500.00

DEPARTMENT ORDER

Approved By:

Date:

6/2/2022

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

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: _____

292339

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 06/01/2022

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; 13 SECTIONS 13-1-127 STATE PRODUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Emergency repair to Senior Citizens Center cooling unit

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

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
06/01/22	Mark's Service			\$500.00

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

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
	1		Lobby parts needed (\$55 per hr.)		\$55.00

VENDOR: Mark's Service

TOTAL: \$ 500.00

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 \$ _____
EXPENDED TO DATE \$ _____
CURRENT EXPENSE \$ _____
BALANCE \$ _____

SIGNATURE OF PERSON REQUESTING

101-5100-720-7401

FUND DEPARTMENT ACTIVITY

APPROVED BY: T. Chang 6/1/2022 BUDGET AVAILABLE YES: _____ NO: _____




City of Las Vegas

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

Mayor Louie A. Trujillo

MEMORANDUM

To: Helen Vigil, Procurement Officer

From: 
Arnold Lopez, Public Works Director

Date: June 1, 2022

RE: Purchase Order – Mark’s Service

I am requesting that an open purchase order be issued to Mark’s Service in the amount of \$500 for an emergency repair to the Senior Citizen Center cooling unit. Mr. Mark McAdams is a heating and cooling contractor. He will diagnose the issue and repair it as soon as possible. He charges \$55 per hour plus parts needed to repair. Not having proper cooling in this building is a health hazard.

If you should have any questions please feel free to contact me at your convenience.

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
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: **Mark's Service**

Address of Contractor: **HC 34 Box 2E
Sapello, NM 87745**

Amount of prospective contract: **\$55 per hour plus parts needed to fix refrigerated cooling unit.**

Term of prospective contract: **1-3 days (2 hours to diagnose. If parts are needed, they may take a couple days to come in.)**

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract: **Contractor will go to out to the Senior Citizens Center building to diagnose a refrigerated cooling unit that isn't working properly.**

- 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. **The refrigerated cooling unit that needs to be repaired is used to cool down the Senior Citizens building. If it is not working properly, it can be a health hazard. Three contractors were called and Mark McAdams from Mark's Service is the only one who is readily available at this time.**
- 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 contractor will check the cooling unit as soon as possible and order parts to repair it immediately.**

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

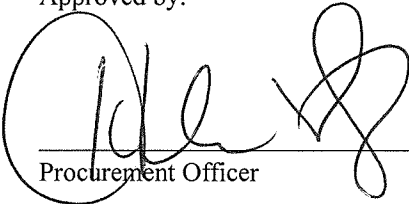
The cooling units will be checked well ahead of time before it needs to be used to avoid having to do an emergency determination.

Certified by:


Department Director

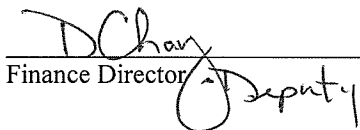
Date: 5-31-22

Approved by:


Procurement Officer

Date: 6/1/2022

Approved:


Finance Director Deputy

Date: 6/2/2022