



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: 231103

Date: 12/29/2022

Request #: 301487

Vendor #: 07374

ISSUED TO: KACHINA PETROLEUM EQUIPMENT COMPANY
PO BOX 8186
ALBUQUERQUE, NM 87198-

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

Vendor Fax #:

| ITEM | UNITS | DESCRIPTION | PRICE | PROJ | GL ACCOUNT NUMBER | AMOUNT |
|------|-------|--|----------|------|-------------------|----------|
| 1 | 1 | Sales Tax Emergency; 1,2 | 147.68 | | 433-0000-720-8126 | 147.68 |
| 2 | 1 | Leak test, alarm test - Storage tanks - 2ppl labor | 660.00 | | 433-0000-720-8126 | 660.00 |
| 3 | 1 | Travel time & mileage | 1,225.50 | | 433-0000-720-8126 | 1,225.50 |

DEPARTMENT ORDER

Approved By:

Date:

12/29/2022

| | |
|------------------|----------|
| SUBTOTAL: | 2,033.18 |
| TAX: | 0.00 |
| SHIPPING: | 0.00 |
| TOTAL | 2,033.18 |

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.:

301487

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: _____

2.29.22

PURCHASES IN DER 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; 12 SECTIONS 13-1-127 STATE PROUDUREMENT CODE

STATEMENT OF NEED: (Must Complete)

LV municipal Airport storage tank testing - Emergency

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

| DATE | NAME OF VENDOR | PHONE NUMBER | PERSON CONTACTED | PRICE QUOTED |
|----------|----------------|--------------|------------------|--------------|
| 12.29.22 | Kachina | | Rick Ehlers | \$ 2,033.18 |
| | Petroleum | | | |
| | | | | |

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

[illegible]

VENDOR: Kachina Petroleum

TOTAL: \$ 3,633.18

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 | \$ | 8,600.00 |
| EXPENDED TO DATE | \$ | 6,545.23 |
| CURRENT EXPENSE | \$ | 2,033.18 |
| BALANCE | \$ | 30.59 |

SIGNATURE OF PERSON REQUESTING _____

433.0000.720.8126

FUND

DEPARTMENT

ACTIVITY

APPROVED BY: Chan 12/29/22

BUDGET AVAILABLE YES: _____ NO: _____

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT



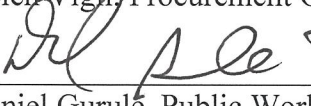
City of Las Vegas

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

Mayor Louie A. Trujillo

MEMORANDUM

TO: Helen Vigil, Procurement Officer

FROM: 
Daniel Gurulé, Public Works Manager

Date: December 29, 2022

RE: **Purchase Order Justification – Kachina Petroleum**

I am requesting an emergency purchase order be issued to Kachina Petroleum for the Las Vegas Municipal Airport AVgas and Jet A storage tank leak detection and overfill alarm testing. This testing was not completed when the filters were changed due to a miscommunication between the Public Works Department and Kachina Petroleum. This testing needs to be completed as soon as possible to avoid future violations with NMED Petroleum Storage Tank Bureau. Kachina Petroleum is the only vender who responded and is available to complete the testing as soon as possible.

Please contact me if you have any questions.

XC: File

David Ulibarri
Councilor Ward I

Michael Montoya
Councilor Ward 2

Barbara Casey
Councilor Ward 3

David G. Romero
Councilor Ward 4

QUOTE

KACHINA PETROLEUM EQUIPMENT
P.O BOX 8186
ALBUQUERQUE, NEW MEXICO 87198
(505) 292-3090
(800) 432-0714
Fax Number (505) 294-1883
N.M. LIC# 09256

TO: Las Vegas Municipal Airport

Attn: Rebecca Martinez

Shipping or Installation

REF:

| | | | |
|------------------------|--------------------------|----------------|-------------|
| Delivery Time: | Installation Completion: | N/A | |
| Offer Expiration Date: | 1/31/2023 | Payment Terms: | NET 10 DAYS |
| Presented by: | Date: | 11/11/2022 | |

EQUIPMENT: Rick Ehlers

| ITEM NO. | QTY. | DESCRIPTION | PRICE EACH | AMOUNT |
|-----------|------|--|------------|------------|
| | | Quote to do automatic leak detector test and overfill alarm test for Avgas and Jet A storage tanks | | |
| 1 | 1 | Labor for 2 people | | \$660.00 |
| 2 | 1 | Travel time and mileage | | \$1,225.50 |
| 3 | 1 | State tax if applicable | | \$147.68 |
| SUB TOTAL | | | | \$2,033.18 |

CANCELLATION OR CHANGE TO ORDER 10 DAYS AFTER ACCEPTANCE WILL BE SUBJECT TO RESTOCKING FEES AND RETURN FREIGHT CHARGES.

| | |
|---|--|
| Warranties are those of the manufacturer only. | |
| Contract prices based on receipt of payment to Kachina Petroleum Equipment Company 10 days after manufacturer shipment. | |
| If any or all of this contract is to be paid by credit card, please add 3.25% to that portion of the transaction. | |
| Freight charges could change total contract amount | |
| Past Due Accounts are subject to 1 1/2% per month finance charge. Annual percentage rate of 18%. | |
| WE TAKE NO RESPONSIBILITY FOR INTERRUPTIONS IN YOUR BUSINESS OR ALLEGED LOST SALES AS A RESULT OF THIS EQUIPMENT OR INSTALLATION. | |
| NETWORK FOR CREDIT CARDS TO BE FURNISHED & INSTALLED BY OTHERS | |
| TOTAL CONTRACT AMOUNT** | |
| LESS DOWN PAYMENT | |
| CONTRACT BALANCE | |

KACHINA PETROLEUM EQUIPMENT CO.

Accepted By:

BY: Rick Ehlers

Title :

Company:

**APPLICABLE SALES TAX WILL BE ADDED.

ANY WARRANTIES ON PRODUCTS SOLD HEREBY ARE ONLY THOSE WARRANTIES MADE BY THE MANUFACTURER. THE SELLER HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES EITHER EXPRESSED OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR THE SELLER ANY LIABILITY FOR LOSS OR DAMAGE TO PERSONS OR PROPERTY IN CONNECTION WITH THE SALE OF SAID PRODUCTS.

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: **Kachina Petroleum**

Address of Contractor: **P.O. Box 8186**
Albuquerque, NM 87198

Amount of prospective contract: **\$2,033.18**

Term of prospective contract: **1 day**

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract: **Kachina Petroleum will perform an automatic leak detector test and overfill alarm test for the Las Vegas Municipal Airport Avgas and Jet A storage tanks.**

- 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. **This testing needs to be completed as soon as possible to be in compliance with NMED Petroleum Storage Tank Bureau Rules and Regulations. Kachina Petroleum is the only vendor who responded and can complete the testing 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.). **Emergency is only in place until the testing is complete.**
- VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances. **Staff will ensure required testing is complete on all tanks before the Las Vegas Municipal Airport receives any citations/violations.**

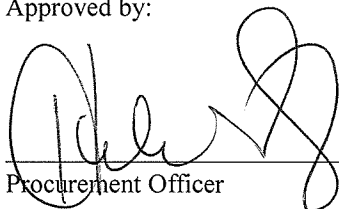
Certified by:



Department Director

Date: 12-29-22

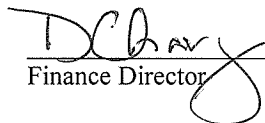
Approved by:



Procurement Officer

Date: 12/29/2022

Approved:



Finance Director

Date: 12/29/22