



**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:** 240946

**Date:** 11/06/2023

**Request #:** 401190

**Vendor #:** 00272

**ISSUED TO:** JEFFREY'S PLUMBING  
 P.O. BOX 568  
 LAS VEGAS, NM 87701

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

**Vendor Fax #:** (505) 425-6964

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	0	Camera scoping Emergency; 1,2,3 Sections 13-1-127 State Procurement Code	0.00		101-5100-720-7401	150.00
2	0	Labor (per hour)	0.00		101-5100-720-7401	150.00
3	0	Tax @ 8.1458%	0.00		101-5100-720-7401	24.44

**DEPARTMENT ORDER**

**Approved By:** \_\_\_\_\_

**Date:** 11/6/2023

<b>SUBTOTAL:</b>	324.44
<b>TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	324.44

- Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
- Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
- C.O.D. shipment will not be accepted.
- Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
- All goods are to be shipped F.O.B. Destination unless otherwise stated.
- 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.
- All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
- Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
- 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.
- The City is exempt from all federal excise and state tax - ID# 85-6000149

B-P.O.

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

401190

PURCHASE ORDER NO.:

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 11.06.2023

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; 123 SECTIONS 13-1-127 STATE PRODUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Camera + repair sewer line @ municipal court / museum Building

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

Table with 5 columns: DATE, NAME OF VENDOR, PHONE NUMBER, PERSON CONTACTED, PRICE QUOTED. Row 1: 11-06-23, Jeffrey's Plumbing + Htg, 505 217-0803, \$324.44

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

Table with 6 columns: LINE, QUANTITY, UNIT, DESCRIPTION, UNIT PRICE, SUB TOTAL. Rows include Labor (per hour), Camera Snapping, and Tax @ 8.1458%

VENDOR: Jeffrey's Plumbing + Heating TOTAL: \$ 324.44

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 \$ 324.44
BALANCE \$ 7099.27

SIGNATURE OF PERSON REQUESTING
101-5100-720-7401
FUND DEPARTMENT ACTIVITY

APPROVED BY: [Signature] 11/6/23 BUDGET AVAILABLE YES: NO:



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: **Jeffery's Plumbing & Heating**

Address of Contractor: **PO Box 568  
Las Vegas, NM 87701**

Amount of prospective contract: **\$324.44**

Term of prospective contract: **2 weeks**

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract: **Camera and repair sewer line at the Municipal Court House /Museum. Plumbing backed up and flooded the museum.**

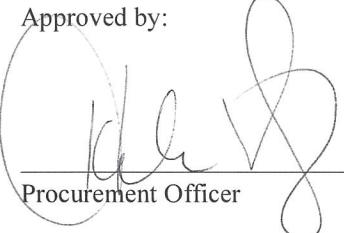
- IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127. **Sewer line is plugged and backing up into the building.**
- 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.). **Once the issue is found within the sewer line measures will be taken to repair or replace the line.**
- VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances. **Use root killer when trees are near buildings to help prevent root build up in the sewer line.**

Certified by:

  
Department Director

Date: 11-6-23

Approved by:

  
Procurement Officer

Date: 11/6/2023

Approved:

  
Finance Director

Date: 11/6/23