



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: 240272

Date: 07/18/2023

Request #: 400323

Vendor #: 06903

ISSUED TO: STANTEC CONSULTING SERVICES INC.
13980 COLLECTIONS CENTERS DRIVE
CHICAGO, IL 60693-

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	0	Dee Bibb Industrial Park Project Emergency;1 Sections 13-1-127 State Procurement Code Old PO# 230262	0.00		207-0000-780-8003	50,050.99

DEPARTMENT ORDER

Approved By:

Date:

7/21/23

SUBTOTAL:	50,050.99
TAX:	0.00
SHIPPING:	0.00
TOTAL	50,050.99

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

400328

PURCHASE ORDER NO.: _____

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 07/11/2023

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; 1 SECTIONS 13-1-127 STATE PRODUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Dee Bibb Industrial Park Project

Old P.O. # 230262

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

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
	Stantec			50,050.99

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

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
			Engineering Services		50,050.99
			Dee Bibb Improvements		
			Old P.O. # 230262		

VENDOR: Stantec

TOTAL: \$ 50,050.99

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 \$ 60,000.00

EXPENDED TO DATE \$ 0

CURRENT EXPENSE \$ 50,050.99

BALANCE \$ 9,949.01

SIGNATURE OF PERSON REQUESTING

207.0000.780.8003

FUND DEPARTMENT ACTIVITY

APPROVED BY: [Signature] 7/19/23 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: 
Daniel Gurule, Public Works Manager

DATE: July 17, 2023

RE: Emergency Determination

I am requesting a purchase order be issued to Stantec in the amount of \$50,050.99 for the ongoing Dee Bibb Industrial Park Project. This purchase order will be in place until a competitive RFP process is completed.

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: **Stantec Consulting Services Inc**

Address of Contractor: **6100 Seagull ST. NE # 102B
Albuquerque, NM 87109**

Amount of prospective contract: **City of Las Vegas DeBibb Industrial Park Project
Project \$50,050.99**

Term of prospective contract: **3 Months**


III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract: **Basic engineering services, project management, project development, civil engineering, environmental engineering, structural engineering, mechanical engineering.**

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. **Contract # 3819-21 expired on October 29, 2022. City of Las Vegas DeBibb Industrial Park Project**

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 a competitive RFP process can be completed

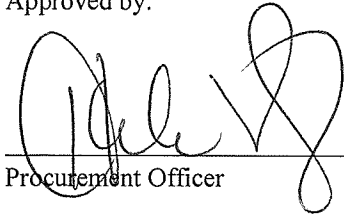
VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances. **Will advertise a Will Advertise a Request for Proposal sooner than expiration date.**

Certified by:


Department Director

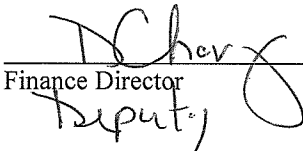
Date: 7-17-23

Approved by:


Procurement Officer

Date: 7/19/2023

Approved:


Finance Director
Deputy

Date: 7/19/23

Purchase Order: 230262

13980 COLLECTIONS CENTERS DRIVE
CHICAGO, IL 60693-
U.S.A.

Vendor Name: STANTEC CONSULTING SERVICES INC.

Vendor Number: 06903

Vendor Set: 01

Ordered	\$103,977.44
Invoiced	\$53,926.45
Voided	\$50,050.99
Variance	\$0.00
Outstanding	\$0.00

General
Items
Items Distributions
Encumbrances
Notes
PO Notices
History
TCM
User Defined

Description Eng. Services - Dee Bibb Imp. Old PO# 220518

Vendor STANTEC CONSULTING SERVICES INC.

Status Completed

Requisition 300307

Ship To PUBLIC WORKS - PUBLIC WORKS

Attention To

Issued Date 7/19/2022

Blanket PO

Delivery Date 8/2/2022

Financial Summary

	Amount	Sales Tax	Shipping	Total	Trade Discount
Ordered	\$103,977.44	\$0.00	\$0.00	\$103,977.44	\$0.00
Invoiced	\$53,926.45	\$0.00	\$0.00	\$53,926.45	
Voided	\$50,050.99	\$0.00	\$0.00	\$50,050.99	
Variance	\$0.00	\$0.00	\$0.00	\$0.00	
Outstanding	\$0.00	\$0.00	\$0.00	\$0.00	

Detailed Description



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 1700 North Grand Avenue
 Las Vegas, New Mexico 87701
 Phone: (505) 454-1401 Fax: (505) 454-8027

PURCHASE ORDER

PO Number: 230262

Date: 07/19/2022

Request #: 300307

Vendor #: 06903

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 13980 COLLECTIONS CENTERS DRIVE
 CHICAGO, IL 60693-

SHIP TO: CITY OF LAS VEGAS
 Attn: PUBLIC WORKS
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 LAS VEGAS, NM 87701

Vendor Fax #:

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	0	ENG SERVICES DEE BIBB IMPROVEMENTS NEW EXP 10/29/2023	0.00		207-0000-780-8003	41,442.18
2	0	Eng. Services - Dee Bibb Improvements Contract No.: 3819-21 Exp: 10/29/2022 Old PO# 220518	0.00		207-0000-780-8003	62,535.26

UPDATE

Approved By: _____

Date: 5/9/2023

SUBTOTAL:	103,977.44
TAX:	0.00
SHIPPING:	0.00
TOTAL	103,977.44

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