



**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:** 231814

**Date:** 06/07/2023

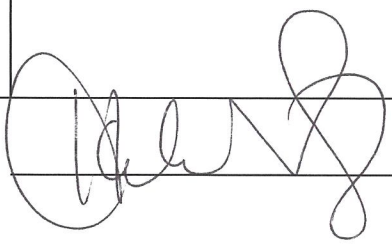
**Request #:** 302497

**Vendor #:** 05642

**ISSUED TO:** CHEMTRADE CHEMICALS CORPORATION  
90 EAST HALSEY ROAD  
PARSIPPANY, NJ 07054-

**SHIP TO:** City of Las Vegas  
Attn: Water Treatment Plant  
385 NM 65  
Las Vegas, NM 87701

**Vendor Fax #:** (973) 515-1984

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	23	45,000 lbs of liquid alum sulfate 13-1-127	398.00		640-5700-610-7104	8,955.00
<div>DEPARTMENT ORDER</div> <div><div>Approved By: </div><div>Date: 6/13/2023</div></div>						
					<b>SUBTOTAL:</b>	8,955.00
					<b>TAX:</b>	0.00
					<b>SHIPPING:</b>	0.00
					<b>TOTAL</b>	8,955.00

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.: 362497

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE:

6/19/23

## 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; \_\_\_\_\_ SECTIONS 13-1-127 STATE PRODUREMENT CODE

## STATEMENT OF NEED: (Must Complete)

For the use ~~as~~ as a primary coagulant in the removal of solids in our Pre treatment of Water Treatment

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

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED

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

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
1	22.5	Tons	45000 lbs of Liquid Alum Sulfate	\$398.00	8,955.-

VENDOR: ChemtradeTOTAL: \$ 8,955.-

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 \$ 107,000.-

EXPENDED TO DATE \$ 57,749.48

CURRENT EXPENSE \$ 8955.-

BALANCE \$ 295.52

SIGNATURE OF PERSON REQUESTING

640-5700-616-7104

FUND

DEPARTMENT

ACTIVITY

APPROVED BY: Chang 6/13/23

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: *Chemtrade, LLC*

Address of Contractor: *90 East Halsey Rd Parsippany, NJ 07054*

Amount of prospective contract: *\$8955.00*

Term of prospective contract: *1time purchase*

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

IV. *Purchase-(1) 45,000 lbs truckload, Liquid Aluminum Sulfate*

- V. 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.

*Aluminum sulfate is required to treat water and the current amount is running out which will stop the treatment of the water. Only one vendor provided a quote out of the three.*

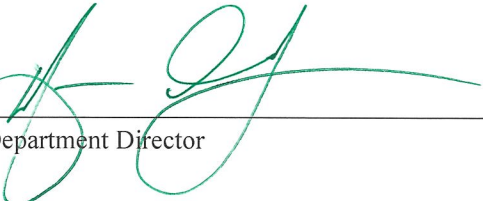
- VI. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

*Due to the accessibility of this primary coagulant needed to treat our water supply, this will be an ongoing issue, unless we can have Chemtrade as a Sole Source provider as it is difficult to receive responses from other vendors.*

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

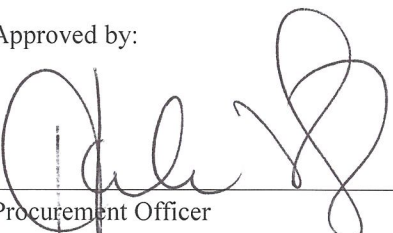
*Check supply more often so that we may have ample time to order and keep contract up to date*

Certified by:

  
\_\_\_\_\_  
Department Director

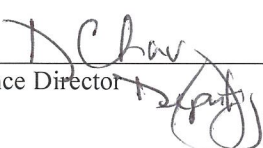
Date: 6/13/23

Approved by:

  
\_\_\_\_\_  
Procurement Officer

Date: 6/13/2023

Approved:

  
\_\_\_\_\_  
Finance Director

Date: 6/13/23

## 1 -I-127. Emergency procurements.

A. The state purchasing agent or a central purchasing office may make emergency procurements when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions; provided that emergency procurements shall be made with competition as is practicable under the circumstances.

B. An emergency condition is a situation that creates a threat to public health, welfare or safety such as may arise by reason of floods, fires, epidemics, riots, acts of terrorism, equipment failures or similar events and includes the planning and preparing for an emergency response. 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.

C. Emergency procurements shall not include the purchase or lease purchase of heavy road equipment.

D. The state purchasing agent or a central purchasing office shall use due diligence in determining the basis for the emergency procurement and for the selection of the particular contractor. The determination shall be in writing and included in the procurement file.

E. Money expended for planning and preparing for an emergency response shall be accounted for and reported to the legislative finance committee and the department of finance and administration within sixty days after the end of each fiscal year.

History: Laws 1984, ch. 65, § 100; 1987, ch. 348, § 10; 2002, ch. 84, § 1; 2013, ch. 40, § 3.

B. Within three business days of awarding an emergency procurement contract, the awarding central purchasing office within a state agency shall:

(1) provide the information described in Subsection E of this section to the department of information technology for posting on the sunshine portal; and

C. forward the same information to the legislative finance committee business days of awarding an emergency procurement contract, the local public body central purchasing office shall post the information described in Subsection E of this section on the local public body web site, if one exists.

E. All central purchasing offices shall maintain, for a minimum of three years, records of sole source and emergency procurements. The record of each such procurement shall be public record and shall contain:

- (1) the contractor's name and address;
- (2) the amount and term of the contract;
- (3) a listing of the services, construction or items of tangible personal property procured under the contract;
- (4) whether the contract was a sole source or emergency procurement contract; and
- (5) the justification for the procurement method.

History: Laws 1984, ch. 65, § 101; 1987, ch. 348, § 11; 2013, ch. 40, § 4.





Jennifer Montoya <jmontoya@lasvegasnm.gov>

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## Fwd: June 2023 Alum Price Quote

1 message

Jesus Hathaway <jesus@lasvegasnm.gov>  
To: Jennifer Montoya <jmontoya@lasvegasnm.gov>

Tue, Jun 6, 2023 at 12:37 PM

Let me know when you receive this.

Jesus

----- Forwarded message -----

From: **Schroeher, Michele** <MSchroeher@chemtradelogistics.com>  
Date: Tue, Jun 6, 2023 at 10:21 AM  
Subject: June 2023 Alum Price Quote  
To: Jesus <jesus@lasvegasnm.gov>  
Cc: Naranjo, Robert <rnanarjo@chemtradelogistics.com>

Hi Jesus,

Chemtrade is pleased to provide the following quote for June 2023:

Customer Sold To:	City of Las Vegas, NM (43540)
Customer Ship To:	City of Las Vegas, NM (65600)
Product:	Aluminum Sulphate Liquid Std Bulk (1927)
Volume:	22 Liquid Tons
Shipping:	Bulk Tank Truck as needed
Price:	\$398/liquid ton, based on full truckload shipments
Price Validity Dates:	6/1/2023 - 6/30/2023
Shipping point:	Denver, CO (GG12)
Freight Terms:	Delivered freight included to Montezuma, NM (ZCB, TT)
Payment terms:	Net 30 days from day of invoice – Chemtrade Terms & Conditions apply to any resulting order <a href="https://www.chemtradelogistics.com/chemical-products/#terms-conditions">https://www.chemtradelogistics.com/chemical-products/#terms-conditions</a>
Lead Time:	4-6 business days
Order Placement:	Please email your Purchase Order to <a href="mailto:cssorders@chemtradelogistics.com">cssorders@chemtradelogistics.com</a>

Thank you!

Michele

Michele Schroeher

Pricing Manager

Chemtrade Logistics Inc.

90 E Halsey Rd. Parsippany, NJ 07054-3713

**From:** Jesus

**Sent:** Monday, May 22, 2023 9:25 AM

**To:** customer.service@hawkinsinc.com

**Cc:** marvin.martinez@soudermiller.com; gilvarrym@lasvegasnm.gov; Dominic Mares

**Subject:** Price Quote Alum

Sent from Mail for Windows

CITY OF LAS VEGAS  
1335 1<sup>ST</sup> ST  
LAS VEGAS, NM 87701

**QUOTE SHEET**

**Respond By:**

**Vendor: Chemtrade LLC**

**Contact: E-mail**

		ITEM & DETAILED	PART#	UNIT	EXT.
	QTY	DESCRIPTION		PRICE	PRICE
1	22.5 tons	45,000lbs ( Truck Load) Liquid Aluminum Sulfate			
2					
3		Prices Good from June 1,23 to June 30,23			
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**\*IF FREIGHT APPLIES PLEASE QUOTE ALL ORDERS ARE FOR DESTINATION**

**\*QUOTES MUST BE GOOD FOR 30 DAYS**

**QUOTATION BY:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**13-1-34. DEFINITION: BRAND NAME OR EQUAL SPECIFICATION.**

“Brand name or equal specification” means a specification describing one or more items by manufacturer’s name or catalogue number to indicate the standard of quality, performance or other pertinent characteristics and providing for the substitution of equivalent item. History Laws 1984 ch. 65 7

**THANK YOU**

**Jesus Hathaway**

**jesus@lasvegasnm.gov**

**Water Treatment Plant**



CITY OF LAS VEGAS  
1335 1<sup>ST</sup> ST  
LAS VEGAS, NM 87701

**QUOTE SHEET**

**Respond By:**

**Vendor: Hawkins INC**

**Contact: Over the Phone**

		ITEM & DETAILED	PART#	UNIT	EXT.
	QTY	DESCRIPTION		PRICE	PRICE
1	22.5 tons	45,000lbs ( Truck Load) Liquid Aluminum Sulfate			
2					
3		Prices Good from June 1,23 to June 30,23			
4					
5					
6					
7					
8					
9		talked to: Dani Sbragia			
10		(sent to voicemail)			
11					
12		NO Quote			
13		NO Response.			
14					
15					
16					
17					
18					
19					
20					

**\*IF FREIGHT APPLIES PLEASE QUOTE ALL ORDERS ARE FOR DESTINATION**

**\*QUOTES MUST BE GOOD FOR 30 DAYS**

**QUOTATION BY:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

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**THANK YOU**

**Jesus Hathaway**

**jesus@lasvegasnm.gov**

**Water Treatment Plant**

CITY OF LAS VEGAS  
1335 1<sup>ST</sup> ST  
LAS VEGAS, NM 87701

**QUOTE SHEET**

**Respond By:**

**Vendor: USALCO**

**Contact: Over the Phone**

		ITEM & DETAILED	PART#	UNIT	EXT.
	QTY	DESCRIPTION		PRICE	PRICE
1	22.5 tons	45,000lbs ( Truck Load) Liquid Aluminum Sulfate			
2					
3		Prices Good from June 1,23 to June 30,23			
4					
5					
6					
7					
8					
9		Talked to : Chris Coult (sent to			
10		Voicemail)			
11					
12		NO Response			
13		NO Quote .			
14					
15					
16					
17					
18					
19					
20					

**\*IF FREIGHT APPLIES PLEASE QUOTE ALL ORDERS ARE FOR DESTINATION**

**\*QUOTES MUST BE GOOD FOR 30 DAYS**

**QUOTATION BY:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

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**THANK YOU**

**Jesus Hathaway**

**jesus@lasvegasnm.gov**

**Water Treatment Plant**



## City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | [lasvegasnm.gov](http://lasvegasnm.gov)

**Mayor Louie A. Trujillo**

### MEMORANDUM

TO: Leo Maestas, City Manager

From:   
Maria Gilvarry, Utilities Director

Date: June 12, 2023

RE: Emergency Purchase of Aluminum Sulfate from Chemtrade

**RECEIVED**  
**JUN 13 2023**  
**CITY OF LAS VEGAS**  
**PURCHASING DEPT.**

The City of Las Vegas Water Treatment Plant is mandated through the Environmental Protection Agency and the New Mexico Drinking Water Bureau to filter and process raw water and turn it into Potable Water. To do so we are required to add Aluminum Sulfate as the primary coagulant. Mr. Jesus Hathaway, Water Systems Operator II has made numerous attempts from three vendors to obtain price quotes. The only vendor that has provided a written price quote is Chemtrade LLC. The price quote is for 45,000lbs of Liquid Sulfate which equals 22.5 tons at \$398.00/ton for a total of \$8955.00.

Therefore I'm requesting that the City of Las Vegas allow the Water Treatment Plant to do an Emergency Purchase from Chemtrade LLC in the amount of \$8955.00 for Liquid Aluminum Sulfate.

Should you require additional information, please feel free to contact me at (505) 927-9605

David Ulibarri  
Councilor Ward I

Michael Montoya  
Councilor Ward 2

Barbara Casey  
Councilor Ward 3

David G. Romero  
Councilor Ward 4