



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: 240435

Date: 08/07/2023

Request #: 400552

Vendor #: 00244

ISSUED TO: HIGHLANDS WRECKER SERVICE
3219 N 7TH ST
LAS VEGAS, NM 87701

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

Vendor Fax #: (505) 425-3481

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	Tow semi truck w/ trailer Emergency: 2,3 Sections 13-1-127 State Procurement Code	795.00		216-0000-720-7408	795.00

DEPARTMENT ORDER

Approved By:

Date: 8/8/2023

SUBTOTAL:	795.00
TAX:	0.00
SHIPPING:	0.00
TOTAL	795.00

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

400552

REQUIREMENTS

DATE: 08.07.2023

<input type="checkbox"/> \$0 TO \$19,999.99	Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes;
<input type="checkbox"/> \$20,000.00 TO \$59,999.99	Requires 3 written and signed quotes; (Goods or services)
<input type="checkbox"/> \$60,000.00 AND OVER	Formal Process (Requires RFQ, RFP, RFB, etc.)

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; 2,3 SECTIONS 13-1-127 STATE PROUDUREMENT CODE

Towing Services - City of LV semi

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

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
08-07-23	Highland Wrecker Service		Steve Lucero	795.00

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

[illegible]

VENDOR: Highland Wrecker TOTAL: \$ 795.00

ADDRESS: 3219 7th St. LV, nm 87701

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 \$ 40,000.00

EXPENDED TO DATE \$ 28,714.51

CURRENT EXPENSE \$ 195.00

BALANCE \$ 30,488.43

SIGNATURE OF PERSON REQUESTING

216.0000.720.7408

FUND	DEPARTMENT	ACTIVITY
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APPROVED BY: Shay 8/8/23 BUDGET AVAILABLE YES: NO:

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT

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: **Highland Wrecker**

Address of Contractor: *3219 7th Street
LAS Vegas, NM 87701*

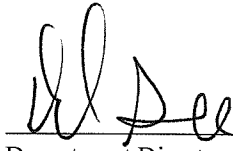
Amount of prospective contract: *\$ 795.00*

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: **Highland Wrecker will tow the City of Las Vegas semi that broke down/caught on fire on the northbound lane of I-25 near Santa Fe, NM back to Las Vegas, NM (City of Las Vegas).**

- 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 City of Las Vegas semi broke down/caught on fire while travelling on the northbound lane of I-25 near Santa Fe, NM.**
- 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 semi is towed to the City of Las Vegas.
- VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances. **We will create an open purchase order at the beginning of each fiscal year for towing services.**

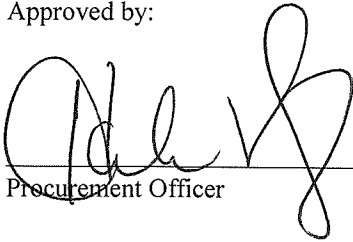
Certified by:



Department Director

Date: 8-7-23

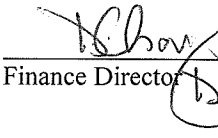
Approved by:



Procurement Officer

Date: 8/8/2023

Approved:



Finance Director

Date: 8/8/23

FAX COVER SHEET

HIGHLANDS WRECKER SERVICE, LLC

3219 7TH ST. LAS VEGAS, NEW MEXICO 87701

PHONE NO: (505) 425-8764 / FAX NO: (505) 425-3481

TO: City of Las Vegas DATE: 8/7/23

FAX NO: Attn: Arnold FROM: Steve Lucas

No. of PAGES: _____

MESSAGE: Quote to tow Semi Truck with
Trailer from Santa Fe Area to Las Vegas
\$ 795.00

