

PURCHASE ORDER



ISSUED BY:
Cooperative Educational Services
PO Box 81045
Albuquerque, NM 87198
Voice: (505) 344-5470
Fax: (505) 344-9343

PURCHASE ORDER NO 2025-2924
DATE ISSUED 4/22/25
PAGE NO Page 1 of 1

VENDOR:

J & H Services, Inc.
6616 Gulton Ct NE, Ste 90
Albuquerque, NM 87109
Fax: 505-896-9429

SHIP TO:

City of Roswell
425 N Richardson
Roswell, NM 88201
Attn: Finance

BUYER ID	Bertha	MEMBER PO	22502347	VENDOR CONTRACT NO.	2023-08-C3115-ALL
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Item ID	Description			Extension
PROC	Fencing for secure site for ARFF - Air Center	1.00	460,041	\$460,040.72
24ADMFE	CES Administration Fee - Procurement	-1.00	5,680	-\$5,679.52
Total				\$454,361.20

ATTENTION:

CES, as Buyer, is acting as a conduit through which title to construction, tangible personal property and services may be vested in Owner.

This purchase order is for a construction project that costs \$60,000 or more. Because of this, a Wage Decision is required from the New Mexico Department of Workforce Solutions (NMDWS). If CES applied for the Wage Decision on your behalf, we will submit the Notification of Award to NMDWS, and will copy you. As the prime contractor, **you are required to submit the Subcontractor List and the Statement of Intent to Pay Prevailing Wages to NMDWS and copies to CES within 10 days** of receiving the copy of the Notification of Award from CES. This paperwork should be submitted to NMDWS prior to beginning work, or if you fail to comply, a penalty may be assessed. **NO PAYMENT WILL BE MADE without CES receiving the Subcontractor List and the Statement of Intent.** The Affidavit of Wages Paid (AWP) must be submitted to the NMDWS and a copy to CES at the completion of this project. **CES cannot release final payment for the work until we receive an approved copy of the AWP with the NMDWS signature.**

Work is not to begin until a Performance and Payment Bond is received by CES. The bond should be issued within five business days of this PO's date. The bond's owner must read the Owner's name, not CES' name. **NO PAYMENT WILL BE MADE without CES receiving the bonds.**

Additionally, if you have any subcontractor who does work that is \$125,000 or more, they must provide a Performance and Payment bond to you with a copy provided to CES.

PAYMENT IS CONTINGENT UPON CES RECEIVING ALL REQUIRED PAPERWORK, INCLUDING BUT NOT LIMITED TO:

- (1) Approved Application for Payment; (2) NMDWS forms - Subcontractor List, Intent to Pay Prevailing Wages and Affidavit of Wages Paid (at completion of work); (3) Bonds; (4) Signed 3 Party Agreement, if required by Owner; (5) **For roofing projects, CES must have a copy of the architectural drawings that shows the project name and the architect's stamp.**

BEFORE WE CAN MAKE YOUR FIRST PAYMENT, WE MUST HAVE THE BELOW DOCUMENTS:

Payment and Performance Bonds – Bonds must be for the full Member PO amount.
Notification of Award – We need the start and end dates to submit the NOA.
Sub-Contractor List – This must be entered on WFS website after the NOA is accepted.
Statement of Intent – We need this to create the NOA.
Affidavit of Wages Paid - Needed for last payment.

Wage Decision
The Wage Decision Number For This Project Is:

GLJ-25-1386-B

You can upload the documents to:

<https://login.imagesilo.com/Home/Login>

Authorized Signature:

Bertha Ochoa

Entity ID: 10571
Username: CVENDOR
Password: CesCVendor

GL Account Number:
2300-56122-9024-0000



Purchase Order

Fiscal Year 2025

Page: 1 of: 1

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CITY OF ROSWELL
ATTN: ACCOUNTS PAYABLE
PO BOX 1838
ROSWELL NM 88202
(OR) AP@ROSWELL-NM.GOV

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COOPERATIVE EDUCATIONAL SERVIC
10601 RESEARCH RD SE
ALBUQUERQUE, NM 87123

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase
Order #

22502347

Delivery must be made within doors of specified destination.

S
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AIRPOR
1 JERRY SMITH CIRCLE
ROSWELL, NM 88203
Email: d.andazola@roswell-nm.gov
Phone: 5753475703
Fax: 5753472595

Vendor Phone #	Vendor Email Address	Requisition Number	Requisitioner			
505-344-5470		12503202	Della Sanchez	d.andazola@roswell-nm.gov		
Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location		
04/21/2025	9521			Air Center Administration		
Item#	Description/PartNo		QTY	UOM	Unit Price	Extended Price
	Fencing for secure site for ARFF The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading					
1	Fencing for secure site for ARFF prop location at the Air Center GL Account: 51004334 - 817504		1.0	EACH	\$460,040.72	\$460,040.72
	***** GL SUMMARY *****					
	51004334 - 817504					\$460,040.72

By: A. Peek
Purchasing Agent, C.P.O

Total Ext. Price	\$460,040.72
PO Total	\$460,040.72

CITY OF ROSWELL, NEW MEXICO
CONDITIONS GOVERNING THIS PURCHASE ORDER

The CITY OF ROSWELL is not responsible for products, goods, supplies, equipment, or services delivered without authority of this written order.

DEFINITIONS:

CITY: The City of Roswell, New Mexico agency and its employees.

ITEM(S): The material(s), product(s), service(s), lease(s), equipment, components, merchandise, Instructor services, Entertainment, goods, commodity(ies) or, etc.

INVOICE: The document to request payment for this Purchase Order from the CITY and must show the following: Purchase Order Number, Date of Shipment, Date of Invoice, Invoice Number, Description & Listing of Item(s) Purchased, Quantity (if applicable), Unit Price or Cost of Each Item(s), Vendor: Name, Remittance Address, Phone Number, and Customer Account Number, if applicable,

REQUISITIONER: The employee of the CITY who is placing this order.

Shipment of Items:

Do not over ship or substitute. Ship exactly as ordered, unless otherwise approved by the CITY.

All products, supplies, equipment or service(s) received are subject to inspection and acceptance by the CITY.

If unable to fill this order exactly in accordance with description unit, price or specifications, please contact Requisitioner immediately. The CITY reserves the right to reject and return at shipper's expense any and all products or supplies delivered which do not conform to our description or specifications.

If unable to fill this order promptly or within the time specified, notify the REQUISITIONER immediately. In case of unreasonable delay in delivery or delivery of goods specified, or in case of any other default of the vendor, the CITY shall have the right to cancel this Purchase Order in whole or in part, and the CITY may procure the ITEM(S) from other sources.

Freight: All product shipped by freight, express or parcel post, MUST HAVE ALL CHARGES FULLY PREPAID TO POINT OF DELIVERY.

Packing Slip: Include itemized packing slips with all shipments. Show DEPARTMENT name for whom delivery is intended.

Invoice:

Invoice(s) must be sent on date of COMPLETE SHIPMENT of all product(s) ordered. Any Invoice pertaining to this order **must be received no later than 30 days from shipment date**, otherwise Invoice may not be processed for payment.

Any Discount Terms must be clearly stated on the Invoice, to include the dollar (\$) amount or percent (%) amount that may be taken. Define the exact date terms for the discount.

Acceptance:

All items delivered on this order are to be new and the manufacture or product of the United States or its territorial possessions, unless otherwise specified.

The workmanship, quantities or qualities of goods which are to be paid for hereunder shall be to the satisfaction of the CITY and before final acceptance by the CITY all matters of dispute must be adjusted to the mutual satisfaction of the CITY and the vendor. Determinations and decisions, in case any question shall arise, shall constitute a condition precedent to the right of the vendor to receive any money thereof, until the matter in questions is settled.

The vendor by accepting this order agrees to assume the defense of and hold the CITY, its agents and its employees, harmless from all suits, costs, expenses, claims and damages arising from the use of the described materials because of actual or alleged infringement of any copy rights, patent or patent right of any invention or any other cause, and vendor represents and warrants that the unit prices charged herein are not higher than any applicable legal maximum prices permitted under existing governmental regulations and are not in excess of those currently charged to other governmental, institutional, or commercial users for similar items, quantities and deliveries.

Sales Taxes:

New Mexico Gross Receipts Tax (NMGRT) must be applied at time of invoicing (**IF APPLICABLE**) and according to New Mexico Taxation and Revenue Rules and Regulations and at the current rate table.

Federal, State and Local Laws:

Upon the vendor's acceptance hereof, the vendor agrees to comply and follow all Federal, State and Local Laws, Rules and Regulations, the State of New Mexico Procurement Laws and shall keep itself fully informed of all municipal ordinances and regulations in any manner affecting this order and the items delivered at vendor's sole cost and expense. Vendor shall comply with laws prohibiting discrimination on account of race, creed, color, or national origin.

J & H Services, Inc.
6616 Gulton Ct NE, STE 90
Albuquerque, NM 87109

Estimate

Date	Estimate #
4/7/2025	2750

Name / Address

City of Roswell
425 N. Richardson
Roswell, NM 88201

Expires

Project

4/30/2025

Roswell Airfield Fencing

Item	Description	Qty	Price	Total
1000 Construction...	CES Contract Number: 2023-08-C3115-ALL			
1000 Construction...	Used Temp Fencing with stands and weights; 10,000 lf	10,000	18.00	180,000.00T
1000 Construction...	Set up and Take Down of Temp Fencing; 10,000 lf	10,000	17.00	170,000.00T
1000 Construction...	20-ft temporary concrete wall barrier; 25 ea	25	1,600.00	40,000.00T
1000 Construction...	Set up and Take Down of temporary concrete wall barrier; 25 ea	25	1,175.00	29,375.00T
1000 Construction...	Bond Fee; 1 ea	1	7,000.00	7,000.00T
Exclusions	Hazardous material removal, surveying, RSA requirements, layout, testing, dewatering, earthwork, rock excavation, site security, traffic control, silt fences & straw bails, rock entry/exit mats, work resulting from changed or unknown site conditions, and anything not included in this estimate. Also excluded are all permits and fees and as-built drawings. NOTE: Above is an estimate only; final payment to be based off field measurements. Temporary wall barrier will be delivered in 10-ft sections.		0.00%	0.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner.

Subtotal \$426,375.00

Sales Tax (7.8958%) \$33,665.72

Total \$460,040.72

Phone #

Fax #

E-mail

5058969428

505-896-9429

holly@jhservicesinc.com