

SOLE SOURCE REQUEST AND DETERMINATION FORM

This form must be forwarded to the Purchasing Officer for the City of Santa Fe Purchasing Office for processing.

Date: 6/28/17
5/26/17

Prepared By: Antoinette Armijo-Rougemont

Title: Financial Analyst

Vendor Name: Certified Folder Display Service, Inc.

Address: 1120 Joshua Way

City: Vista

State: CA

Zip Code: 92081

Description of Good/Service to be Procured: Brochure Display and Distribution within the

Estimated Cost: \$45,000/yr

Term of Contract: 1 year

1. Explain why this is the only available source that can be meet the needs of your department.

Certified Folder is the largest company in the western United States that provides the service of brochure display and distribution. Their racks are located in the regional markets where Tourism Santa Fe wants to be promoted (Albuquerque, Denver, West Texas Dallas, El Paso, Phoenix)

2. Explain why this vendor is the only available source from which to obtain this product of service.

☒ X

The company has affirmed (memo from vendor is attached) that there is no other source for this item. Our search for possible vendors proved unsuccessful; or

☐

Other reason, please explain in full. Attach additional sheets, if necessary.

3. Explain why the price is considered fair and reasonable.

This company is large enough that they are able to provide their services at reduced rates through large quantity discounts.

4. Describe the efforts made to obtain the best possible price from this sole source vendor for the taxpayers. What (if any) is the total cost savings from the original quote? (Attach additional sheets, if necessary.)

The TSF Director has negotiated the price with the vendor based on large quantity price breaks. This vendor has served TSF for several years and not only provides discounted pricing but also storage of brochures at no cost to TSF.

Approvals:

Based on the above facts, the Purchasing Office has made the determination that the justification for the Sole Source procurement is in accordance with Section 13-1-126, NMSA 1978 and will be posted for a 30-day period prior to award.


Robert Rodarte
Purchasing Officer


Date

Pursuant to Section 13-1-126, NMSA 1978, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no obligation to the award to the above referenced contractor were received. This Sole Source determination will be valid for a period of one (1) year from the date of the award.

Robert Rodarte
Purchasing Director
City of Santa Fe

Date

Required Attachments:

*Letter from Contractor, if applicable

*Agenda Item to be presented to City Council if over \$50,000 for Professional Services and \$50,000 for Goods and Non-Professional Services



May 22, 2017

Antoinette Armijo-Rougemont
Financial Analyst
Santa Fe Convention Center
201 W Marcy Street
Santa Fe, NM 87501

Re: Santa Fe Convention & Visitors Bureau – Sole Service

Antoninette –

Please be advised that to the best of our knowledge, Certified Folder Display Service, Inc. provides the sole level and scope of brochure and magazine display rack and distribution services in the specified areas of New Mexico, Texas, Oklahoma, Colorado and Arizona.

Please advise if you have any questions!

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick Fearn", is written over a faint, stylized graphic element that resembles a large, open parenthesis or a stylized letter "P".

Patrick Fearn
President

PCF:idi

Cc: Jay Anderson, District Sales Manager



Since 1899

Corporate Office: 1120 Joshua Way, Vista, California 92081

Phone: (760) 727-5100 or 1-800-799-7373 Fax: (760) 727-1583 www.certifiedfolder.com