



City of Santa Fe, New Mexico

V2 2023



SOLE SOURCE REQUEST AND DETERMINATION FORM

This form **must** be submitted to the City of Santa Fe, Purchasing Division for authorization, determination, and processing by the Chief Procurement Officer (CPO).

Please ensure to complete this form in its entirety.

Date:

Prepared By: Title:

Vendor Name:

Address:

City: State: Zip Code:

Short Description of Goods/Services to be procured:

Estimated Extended Cost: Term of Contract:
Tax is subject to change.

One (1) to Four (4) years from date of award

Sole Source Request Justification Questions 1-3:

- 1. Explain the purpose/need of purchase. Ensure to include a thorough scope of work for the services (the SOW cannot differ on the resultant contract/purchase documents), construction or items of tangible personal property (if this is an amendment request to an existing contract, attach current contract).

Two of the three existing American-Marsh non-potable plant water pumps are beyond repair and need to be replaced. These pumps need to match with the existing motors, controls, hydraulic and wet well conditions in order to be installed as replacement units. Electric Motor Company is the exclusive distributor for American-Marsh pumps in New Mexico. So, we are requesting a Sole Source Acquisition for these replacement pumps.

2. Provide a detailed explanation of the criteria developed and specified by the department as necessary to perform and/or fulfill the contract.

The contractor has affirmed sole source for the services, construction or items of tangible personal property (*Attach memo from vendor*). Provide documentation of due diligence for other possible vendors/contractors to provide the requested services/goods proved unsuccessful; or

Other: explanation of the reasons, qualifications, proprietary rights or unique capabilities (*unique and how this uniqueness is substantially related to the intended purpose of the contract*) of the prospective contractor that makes the prospective contractor *the one source* capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”) *Unique and how this uniqueness is substantially related to the intended purpose of the contract.*

3. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.

Any pump that is installed as a replacement must be compatible with the pump physical installation, must be compatible with the existing motors, and must be compatible with the existing electrical controls. To assure compatibility, the same pumps as those being replaced are being acquired for installation.

Approvals:

Based on the above facts, the City of Santa Fe Purchasing Officer has made the determination that the justification for a Sole Source procurement is in accordance with NMSA 1978, § 13-1-126 and shall be posted for a 30-day period prior to award.



Travis Dutton-Leyda, CPO for the City of Santa Fe

Date: Sep 11, 2023

Department Approval by:

John Dupuis

Date: 9/15/23

Type out full name

Department Director/Entity Head or Designee

Pursuant to NMSA 1978, § 13-1-126 Sole Source Procurement, 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 the term stated on the first page of this document.*

Travis Dutton-Leyda, CPO for the City of Santa Fe

Date: _____

Required Attachments:

**Letter from Contractor acknowledging they are the only source (on their business letterhead and signed by the head of business or financial operations),*

**Quote from sole source Contractor*

**Agenda Item to be presented to City Council if over \$60,000 for Professional Services and \$60,000 for Goods and Non-Professional Services*

Signature: 
John Dupuis (Sep 15, 2023 09:47 MDT)

Email: jedupuis@santafenm.gov