



**ACTION SHEET**  
**CITY COUNCIL COMMITTEE MEETING OF 06/25/14**  
**ITEM FROM FINANCE COMMITTEE MEETING OF 06/16/14**

**ISSUE:**

13. Request for Approval of Sole Source Procurement – Continued Procurement of Goods and Services for City of Santa Fe; Sam’s Club. (Robert Rodarte)

**FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM**

Requested approval of sole source procurement for continued procurement of good and services for City of Santa Fe with Sam’s Club in the amount of \$60,000. Budget is available in various funds.

**SPECIAL CONDITIONS OR AMENDMENTS**

**STAFF FOLLOW-UP:**

<b>VOTE</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

3-17/14/FCIssue

# City of Santa Fe, New Mexico

# memo

**DATE:** June 9, 2014  
**TO:** Finance Committee  
**FROM:** Robert Rodarte, Officer  
Purchasing Division   
**VIA:** Marcos A. Tapia, Director  
Finance Department   
**ISSUE:** Sole Source Approval: Sam's Club (Santa Fe):

**SUMMARY:**

The Purchasing Division is requesting Sole Source approval to Sam's Club, for the continued procurement of goods and services for all City Wide Departments. As Purchasing Officer, I have conducted a good faith effort to locate additional sources within Santa Fe County that can provide the same type of Wholesale Service.

Section 16. Titled "SOLE SOURCE PROCUREMENTS" of the City Purchasing Manual allows for the Purchasing Officer to make a Sole Source determination.

The majority of the items purchased from Sam's Club are considered full case quantities. Senior Services purchases large quantities of supplies related to their "Senior in Home Services". Items such as Liquid Supplements (such as Ensure) and Adult Pads (such as Depends) are much cheaper in price utilizing the Sam's Wholesale Price Method, in comparison to purchasing through the local retailers. Other departments such as the GCCC utilize Sam's for the large quantities of products related to the youth programs.

Sam's Club employs 170-180 people, with the majority of them living in Santa Fe County. The annual sales volume exceeds \$100 Million, in which 55-60% is taxable, which accounts for approximately \$500,000 in GRT annually.

**Purchase History:**

Year Ending:	Procurement Dollars:	
6/30/2015	\$60,000	Projected
6/30/2014	\$57,939	(As of June 9, 2014)
6/30/2013	\$65,286	
6/30/2012	\$51,148	

The Purchasing Division is requesting the approval to utilize Sam's Club as a Sole Source Vendor for year ending 6/30/2015. The Sole Source request is currently posted on the City Website as of June 9, 2014

Funding for the Sam's Club transactions come from all using departments.

**ACTION:**

It is requested that this Sole Source Award to Sam's Club, be reviewed, approved and submitted to the City Council for its consideration.

**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: 6/9/2014

Prepared By: Robert Rodarte

Title: Purchasing Officer

Vendor Name: Sam's Club # 6408

Address: 4201 Rodeo Road

City: Santa Fe

State: NM

Zip Code: 87507

**Description of Good/Service to be Procured:**

Estimated Cost: \$60,000

Term of Contract: 1 year ending 6/30/2015

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

Only Wholesaler in this Category that is located in Santa Fe

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

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.

Case Quantities, larger sizes, unique items etc.

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.)

Other Wholesalers located in the Albuquerque area approx. 60 miles away

**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, CPPO, CPPB  
Purchasing Officer

Date 6/9/2014

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

6/9/14  
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