

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: 8-25-2015

Prepared By: Ken Lowrie

Title: Administrative Assistant

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:

Estimated Cost: \$30,000.00

Term of Contract: 3-1-15 through 2-29-16.
This agreement has been paid through the end of June 2015. There are eight months remaining.

1. Explain why this is the only available source that can 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 places where TOURISM Santa Fe wants to be promoted (Albuquerque, Denver, Dallas, El Paso, Houston, etc)

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.

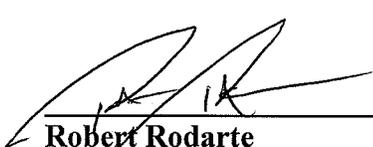
They are large enough to provide service at reduced cost through large quantity discounts.

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.)

We have received quantity price breaks.

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

9/15/15
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.



September 10, 2015

Ken Lowrie
Administrative Assistant
Tourism Sante Fe CVB
201 West Marcy Street
Sante Fe, NM 87501

Dear Mr. Lowrie:

Please accept this letter as verification that we are the soul rack distributor of magazines in the areas you are receiving service. (Please see attached contract for service areas).

Please let Abraham Guerrero know if you have any additional questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick C. Fearn", with a long horizontal line extending to the right.

Patrick C. Fearn
President



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