

## 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:** 06/20/16

**Prepared By:** Jennifer Romero

**Title:** MRC Manager

**Vendor Name:** Greenworks Enterprises, Inc.

**Address:** PO Box 30051

**City:** Albuquerque

**State:** NM

**Zip Code:** 87190-0051

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

Quote to provide the following services:

1. SCOPE OF SERVICES

The Contractor shall provide the following services for the City at the MRC Sports Complex and the MRC Marty Sanchez Golf Course:

A. Two (2) times per year (spring and fall) service and inspection of the irrigation pump stations located at the MRC Sports Complex and the Marty Sanchez Golf Course. Service shall consist of:

- (1) Motor meggering, calibrating, amperage and voltage inspections of equipment
- (2) Testing, wiring and connection tightening of equipment and fuses to ensure pump stations are working correctly.
- (3) Pump performance testing of all pump stations.
- (4) General inspection of all pump station hardware.
- (5) Monitoring and recording data of each pump station; record readings and maintain an accurate and complete fault log of all operational functions performed during operations.

Documentation of all work and daily inspections shall be performed and submitted when work is complete.

B. Obtain pre-approval by the City for all materials, repairs, pump and/or motor removal.

C. Comply with the New Mexico Environment Department Safe Drinking Water Regulations.

D. Perform basic troubleshooting of pump stations and report problems to MRC management.

E. Winterize pumps at golf course and sports complex, This will include the changing of oil and lubricating equipment and pumps as well as performing any necessary adjustments needed.

F. Recommend other service that may be needed.

G. Respond to water outages and other emergencies which may impact public health.

**Estimated Cost:** \$15,000 per year

**Term of Contract:** 3 years

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

Greenworks is an irrigation pump maintenance contractor. Our pump stations are "Watertronic" systems. Greenworks Enterprises, Inc. is the only certified and factory trained vendor to operate such systems (see attached letter dated May 15, 2015).

- 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.**

In March 2016, we sought additional (3) quotes of other pump maintenance vendors and were unsuccessful. The price quoted (\$85 per hour for labor) is fair and reasonable for the level of experience necessary and the type of work needed to keep the pump system properly functioning at all times.

- 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.)**





May 15, 2015

Ms. Jennifer C. Romero  
MRC Manager  
City of Santa Fe Marty Sanchez Links de Santa Fe Golf Course/Municipal Recreation Complex  
205 Caja del Rio Road  
Santa Fe, New Mexico 87507

Dear Ms Romero:

This letter is in response to your inquiry regarding warranty service and long term preventive maintenance/service of Watertronics Pumping Systems in the Santa Fe, NM area.

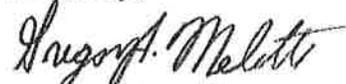
I am writing to inform you that Jace Rivera, of Greenworks Enterprises, Inc., is a certified, factory trained, PSN Service Partner in the Santa Fe regional area. He has access to the software required to provide service on our stations. His contact information is:

Jace Rivera  
Greenworks Enterprises, Inc.  
505-717-9348

I hope this information is helpful. If you have questions or require additional data, please don't hesitate to call me 262-367-1000 x1259 or send me an e-mail at [greg.melotte@pumpservicenetwork.com](mailto:greg.melotte@pumpservicenetwork.com).

We are appreciative of your consideration of Watertronics Pumping Systems and are pleased to serve you through a local Independent Service Partners.

Sincerely,

  
Gregory A. Melotte

Director of Pump Service Network  
Technical Services Division Watertronics, Inc.  
A Lindsay Company

cc: Jace Rivera