

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: 05/26/2014

Prepared By: Robert Wood

Title: Water Conservation Specialist Sr.

Vendor Name: ResourceWise

Address: 2918 Beach Rd

City: Albuquerque

State: NM

Zip Code: 87104

Description of Good/Service to be procured: Environmental Protection Agency (EPA) WaterSense approved certification program QWEL training program. The City of Santa Fe, Water Division's Conservation Office, would like to train landscape professionals on water efficiencies in the Santa Fe area. The training program offered is called Qualified Water Efficient Landscaper (QWEL) Training. This training results in a professional certification.

Estimated Cost: 6736.00 Annually

Term of Contract:

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

Lonnie Burke was selected to perform this training, as he is the only for hire certified QWEL trainers in the state of New Mexico. QWEL requirements only allow for approved instructors to teach the curriculum. Water Conservation Office employs other certified trainer that has taken over part of training program.

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.

Only other QWEL certified trainer for hire within State of New Mexico. Please see QWEL Board Certification documentation

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

Cost is reasonable when compared to other EPA Certified training programs such as Irrigation Association. Cost of instructor curriculum training through Irrigation Association exceed \$1200.00 per class and do not include cost for instructors time, travel, or other related expense such as administration. Cost for producing classes under Irrigation Association exceed \$6000.00 per class.

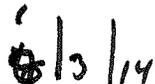
4. Describe the efforts made to obtain the best possible price from this sole source vendor for the taxpayers. What (if any) is the total cost savings from the original quote? (Attach additional sheets, if necessary.)

Original quote cost.

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 **6/2/14**
Purchasing Director **Date**
City of Santa Fe

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**