

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: 6/3/2015

Prepared By: Nancy Jimenez

Title: Fiscal Administrator (Police)

Vendor Name: Santa Fe Animal Shelter & Humane Society, Inc.

Address: 100 Caja Del Rio Road

City: Santa Fe

State: NM

Zip Code: 87507

Description of Good/Service to be Procured:

Estimated Cost: \$19,200

Term of Contract: 1 year ending 6/30/2016

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

Only facility that the City uses for Animal Services in the City of Santa Fe- office space for Animal Services Officers

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.

Office space is limited due to the animals and the requirements for Animal Services to house animals, the shelter provides office space and holding space for animals for the Santa Fe Police Animal Services Section for court cases, safe keeping cases, etc. .

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

Rental cost has not increased in four years Animal Services must be at the Shelter to perform the daily services needed by the citizens of Santa Fe.

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.)

Resolution requires us to have a working relationship with the Animal Shelter

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 6/3/2015

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 **Date**
Purchasing Director
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**

City of Santa Fe, New Mexico

memo

Date: June 3, 2015

To: Robert Rodarte, Purchasing Director ✓

From: Eric F. Garcia, Chief of Police

Item and Issue:

Request for Declaration of Sole Source for the Santa Fe Animal Shelter.

Background and Summary:

This request is for a declaration of sole source for the Santa Fe Animal Shelter to shelter stray animals retrieved by the City of Santa Fe Animal Services Officers. The shelter also provides the disposal of dead animals and leases office space for the Animal Services Section of the Police Department.

There is no other animal shelter in the City of Santa Fe area that can provide these services. It would not be cost effective to transport stray, injured or dead animals to another shelter in a surrounding city.

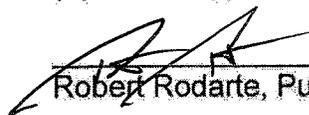
Requested Action:

Your consideration and approval for this declaration of sole source for Santa Fe Animal Shelter for FY 2015-16 is greatly appreciated.

EEXEMPT DECLARATION

Approval

Not Approved


Robert Rodarte, Purchasing Director

6/3/15
Date