

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: 1/15/2016

Prepared By: James Martinez

Title: Project Administrator

Vendor Name: Souder, Miller & Associates

Address: 2904 Rodeo Park Dr E

City: Santa Fe

State: NM

Zip Code: 87505

Description of Good/Service to be Procured: Provide As-Built drawings for the completed Safe Routes to School Project at Various Locations.

Estimated Cost: \$1,345.00

Term of Contract: Until completion of As-Built plans

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

Souder, Miller & Associates, would be the firm to most easily be able to produce the As-Built plans as they are Engineer of Record who designed this specific project.

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.

As Souder, Miller & Associates is the Engineer of Record for the Botulph Road Project. The firm already has the drawing on file and can quickly modify the plans to match the changes that were documented.

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

Any other engineering firm would need to reproduce the drawing files and make the appropriate modifications. Thus, the reproduction of these plans would increase the cost.

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.)

See attached proposal and fee schedule sheets.

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

1/20/19.
Date