

## SOLE SOURCE REQUEST AND DETERMINATION FORM

This sole source request form must be submitted to the City of Santa, Purchasing Division for authorization, determination and processing by the Chief Procurement Officer (CPO).

*Please ensure to complete this form in its entirety - (\*) must be completed.*

\*Date: 7/6/2020

\*Prepared By: Loni Martinez

\*Title: Administrative Manager

\*Vendor Name: New Mexico One Call Inc

\*Address: 1021 Eubank Blvd., NE

\*City: Albuquerque

\*State: New Mexico

\*Zip Code: 87112

\*Description of Goods/Service to be procured: One Call -Coverage Notification Center

\*Estimated Cost:

\$37,000

Term of Contract:

(One (1) year from award)

\*Sole Source Request Justification Questions 1-3.

1. Explain the purpose/need of purchase. Ensure to include a thorough scope of work for the services, construction or items of tangible personal property (if this is an amendment request to an existing contract, attach current contract).

In 1988, the U.S. Government passed the "Pipeline Safety Reauthorization Act of 1988." This law required all states to establish one-call coverage pipelines, and also required the Department of Transportation and states to establish qualifications and procedures for operating one call centers. To our knowledge, New Mexico One Call Inc. is the only one call coverage in NM and is approved by the New Mexico Public Regulation Commission (PRC).

2. Provide a detailed explanation of the criteria developed and specified by the department as necessary to perform and/or fulfill the contract.

X

The contractor has affirmed sole source for the services, construction or items of tangible personal property (*Attach memo from vendor*). Provide documentation of due diligence for other possible vendors/contractors to provide the requested services/goods proved unsuccessful; or

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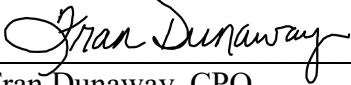
Other: explanation of the reasons, qualifications, proprietary rights or unique capabilities (*unique and how this uniqueness is substantially related to the intended purpose of the contract*) of the prospective contractor that makes the prospective contractor *the one source* capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”) *Unique and how this uniqueness is substantially related to the intended purpose of the contract.*

3. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.

As discussed above in paragraph one, New Mexico One Call Inc. is the only company in the state that handles one call coverage for all the participating utilities in the state. The City of Santa Fe is a participating utility.

**\*Approvals:**

Based on the above facts, the City of Santa Fe Purchasing Officer has made the determination that the justification for a Sole Source procurement is in accordance with the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978 and shall be posted for a 30-day period prior to award.

	7/13/2020
_____ Fran Dunaway, CPO Purchasing Officer for the City of Santa Fe	_____ Date

**Pursuant to the State Procurement Code, Section 13-1-126 Sole source procurement., 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.***

_____ Fran Dunaway, CPO Purchasing Officer for the City of Santa Fe	_____ Date
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**\*Required Attachments:**

*\*Letter from Contractor acknowledging they are the only source (on their business letterhead and signed by the head of business or financial operations),*

*\*Quote from sole source Contractor*

*\*Agenda Item to be presented to City Council if over \$60,000 for Professional Services and \$60,000 for Goods and Non-Professional Services*



1021 EUBANK BLVD. NE, ALBUQUERQUE, NM 87112  
PH 505.260.1165 FAX 505.260.0698 WWW.NM811.ORG

City of Santa Fe Water/Waste Water

*Re: Sole Source*

Dear Sir or Madam:

New Mexico One Call, Inc. DBA New Mexico 811 (NM811) is *New Mexico's only statewide one-call notification center* and was formed in 1990. Our mission is to serve as the state's communication hub promoting safe excavation and damage prevention. All underground facility owners/operators (UFOs) are required by New Mexico state law to be a member of a one-call notification system. This includes all public and private entities who own underground pipelines, gas distribution, cable, telecommunications, water, sewer or electric facilities.

If you have any further questions regarding this matter or if you require any additional information, please do not hesitate to contact me at 505-254-7303.


Sincerely,

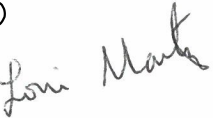
Domingo Sanchez III  
Executive Director


# City of Santa Fe, New Mexico

## MEMO

DATE: June 24, 2020

TO: Frances A. Dunaway, Purchasing Officer 

FROM: Loni Martinez, Administrative Manager 

VIA: Michael Dozier, Wastewater Management Division Director 

RE: Sole Source : New Mexico One Call

### **Item and Issue:**

Request for Sole Source Procurement from New Mexico One Call System Inc., for notification of intended excavation via internet to the Public Utilities Department/Water and Wastewater Division.

### **Background and Summary:**

NM One Call is the exclusive utility locating clearing house in the State. See attached are the last four quarterly invoices for the Public Utilities Water and Wastewater division (combined).

The purpose and intent of the One Call System is to prevent injury to persons and damage to property from accidents resulting from damage to pipelines, underground utility lines, cable television lines and related facilities by excavating and blasting.

The Public Utilities Department is a member of New Mexico One Call as required by New Mexico Statutes Annotated 1978, Chapter 62, Article 14.

The specific requirement from Statutes is as follows:

#### **62-14.7.1 Pipeline one-call notification system**

A. Every owner or operator of a pipeline facility shall be a member of a one-call notification system. A one-call notification system may be for a region of the state or statewide in scope, unless federal law provides otherwise.

New Mexico One Call System Inc. is the sole source procurement for this service for the State of New Mexico.

Attached is additional information for your use in processing this request.

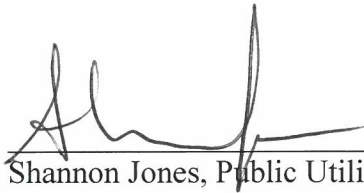
**Action Requested:**

The Public Utilities Department requests approval of New Mexico One Call Inc., as sole source procurement and approval of the Purchase Requisitions and Purchase Order for Fiscal Year 2020/2021.

Approved

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Disapproved:

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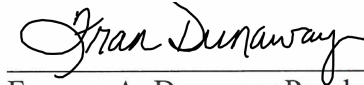
Date: 6/23/2020

Shannon Jones, Public Utilities Director

Approved

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Disapproved:

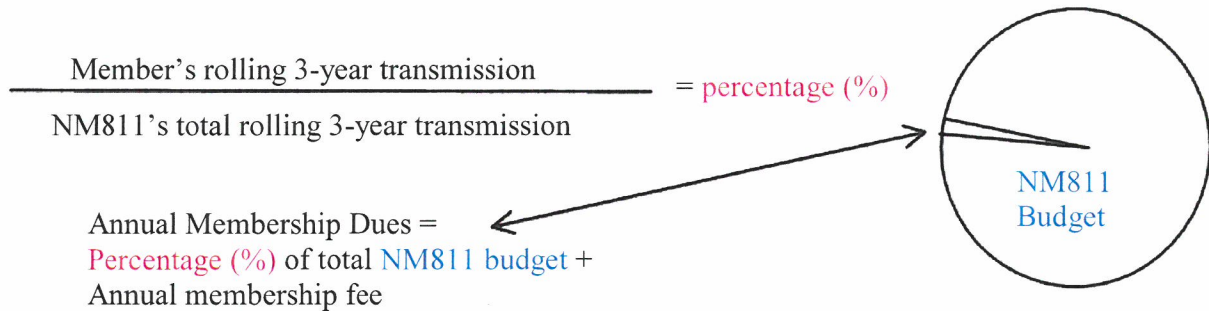
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Date: 7/13/20

Frances A. Dunaway Purchasing Officer

## REGULAR MEMBERSHIP DUES

### Allocation Calculation: For Members with 3 or more years of transmission history



**Note:** Members must have a 3-year (36 months) rolling average as of November 30<sup>th</sup> to be eligible for calculation of a rolling average for the upcoming new year's annual billing allocation.

### Less than 3 years of Transmission History

Annual Membership Dues = \$Member fee + transmission fee \* # of transmissions

### Billing

Members may choose from one of the following ways to receive their bill:

- Bill sent via email..... No Charge
- Bill sent via fax..... \$35 annual charge
- Bill sent via USPS..... \$25 annual

### Additional Charges

The following additional charges will apply, if applicable:

Annual Charge per Ticket Destination – where the primary transmission method is via fax; (back-up transmissions – no additional charge for fax)

\$35 Annual Charge – to manually calculate a bill

### Terms

Terms of payment are NET 30 Days. Late fees will be charged according to our policy as stated in the Members Manual. A copy of the manual is available on our web site at [www.nm811.org](http://www.nm811.org) or by calling 505-254-7300.

### New Applicants

*Transmission Charge* is defined as every notification sent by NM811 (excluding free-forms, cancellations, corrections, resends & daily audit reports) including multiple subscription notices (*i.e.*, email, phone, FTP, or fax) for the same ticket/transmission number.

**Note:** Annual membership fee of \$90 is required with the submission of a new application, prior to official online setup.