

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: April 26, 2019

Prepared By: Christine Chavez

Title: Water Conservation Manager

Vendor Name: Santa Fe Community College

Address: 6401 Richards Avenue

City: Santa Fe

State: NM

Zip Code: 87507

Description of Good/Service to be Procured:

Estimated Cost: 60K

Term of Contract: 2 years

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

The estimated cost will be 10K this FY and 50K next FY. The Santa Fe Community College currently has a training program that is supported by a grant to create a workforce to perform residential and commercial energy and water audits. An expansion of this program would be to train professionals to specifically audit restaurant facilities. The City's restaurant pilot program found an enormous opportunity to work with the estimated 500 restaurants in town to help determine ways for them to save water in their daily operations. The City's support of this program through the SFCC will help pay for the cost of the audits to the restaurant owners as their first step in their commitment to save water. There are no other institutions or training facilities that have the same types of programs in place that the City could partner with to get to work on the same opportunity.

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.

Locally the SFCC is the only institution with this program in place

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


The City does not have the capacity to build out this type of training program. By partnering with the SFCC the City will save money and support a local entity.

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.)

We are not covering the costs the institution is already incurring. We are just supporting the expansion which directly supports the water conservation program.

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.

 5/16/2019
Shirley Rodriguez Date
Purchasing Officer

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.

Shirley Rodriguez **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**



Office of Contract Training
PROPOSAL No. AH0314

The EnergySmart Academy agrees to provide City of Santa Fe with the following services:

Services Description:

Student Work-Study Water Audits.

Up to 120 Santa Fe restaurant water audits done as part of SFCC Restaurant Water Audit class. Students will complete the audits and SFCC will supervise and review them.

\$10,000 by Year One (by June 30, 2019)

\$50,000 for Year 2 (after July 1, 2019)

Payment: Santa Fe Community College will invoice the contracting party upon signing of contract. City of Santa Fe will provide payment to Santa Fe Community College due 30 days from invoice.

Responsibilities: Santa Fe Community College agrees to:
Arrange for students to be complete water audits as part of their class.
Provide qualified reviewers.

City of Santa Fe:
Pay in a timely manner as above

Acceptance: Upon signing of this proposal, Santa Fe Community College will proceed with preparations to deliver services and will consider the proposal accepted.

The EnergySmartAcademy operates as part of Santa Fe Community College.

Contacts:

The contact person at the EnergySmart Academy is: Amanda Hatherly, 505-428-1805.

The contact person at City of Santa Fe:

Please return a signed copy of this training proposal by E-mail to evelyn.gonzales@sfcc.edu or by fax to 428-1622 or by mail to:

Evelyn Gonzales, Office Administrator
Grants and Contract Training
Santa Fe Community College
6401 Richards Ave, Santa Fe, NM 87508

Signed

Date

Name and Title
Company
Address
Phone
Email

Signed

Date

Amanda Hatherly
Director, EnergySmart Academy
Santa Fe Community College
Phone: 505-428-1805
Email: Amanda.hatherly@sfcc.edu