



# City of Santa Fe, New Mexico



## 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: June 29, 2021

\*Prepared By: Kayla Conner

\*Title: Administrative Assistant

\*Vendor Name: Ameresco Asset Sustainability Group LLC

\*Address: 111 Speen Street, Suite 401

\*City: Framingham

\*State: MA

\*Zip Code: 01701

\*Description of Goods/Service to be procured:

\*Estimated Cost:

\$31,675.05 +nmgrt

Term of Contract:

(One (1) year from award) 1 YEAR

\*Sole Source Request Justification Questions 1-4.

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 2015, Public Works/Facilities Division was given a directive by City Council through Resolution No. 2015-048 for staff to obtain services to examine the capital funding needs for the City's buildings over the next 30 years; identifying potential funding strategies to meet those needs and prepare the city to meet the growing funding requirements of its aging infrastructure. The department contracted with Ameresco Inc. through the state price agreement method of procurement.

Since the implementation of this software in 2025 thousands of hours and staff time have been dedicated to populating the database, learning the tools to generate workflows around the software. Implementation of a new software would take at least a year and require additional staff to manage the migration of data. The Facilities Division will plan to perform a procurement to evaluate other software solutions in 2022.



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

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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.*

The Facilities Division has incorporated the Ameresco asset planning and management software into their everyday maintenance work as well as capital planning for the city as a whole. The software provides data collection and reporting that A) utilizes industry standard life cycle models for short and long term planning for facility capital investments. B) provides a work order system to ensure responsiveness and document work performed by qualified maintenance staff required by CID; and C) generates reports on maintenance costs and trends for use in operational optimization and prudent decision making.

The Ameresco Asset Planner software integrates and maintenance work order system with capital planning futures so that the daily work on our facilities updates the long term capital needs for city facilities.

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

Procurement and implementation of a new solution would take at least a year and require additional staff to manage the migration and implementation.



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## **\*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.

*Fran Dunaway*

7/19/21

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

## **\*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***