

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: November 28, 2017

Prepared By: Drew Davis

Title: President

Vendor Name: Specialty Incentives, Inc.

Address: 5475 E. Evans Ave.

City: Denver

State: CO

Zip Code: 80222

Description of Good/Service to be Procured: Educational Water Bottles with the NEVER WASTE AWE campaign for our passport education program

Estimated Cost: 5,685.00

Term of Contract:

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

See Attached

2. Explain why this vendor is the only available source from which to obtain this product of service.

XX

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.

2. Explain why this vendor is the only available source from which to obtain this product of service.

XX

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.

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

The product cannot be purchased anywhere else and is a unique product from the relationship of the AWE and Specialty Incentives. The never waste campaign is an education program that the City promoted in our education program as well as our website and social media.

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.)

Bottles are shipped via LTL truck when quantity and weight makes this most economical freight method versus other shipment method like UPS Ground.

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

Date

12/04/17