



STATE OF NEW MEXICO SOLE SOURCE REQUEST AND DETERMINATION FORM

A sole source *determination* is not effective until the *sole source request for determination* has been posted for thirty (30) calendar days without challenge, and subsequently approved in writing by the State Purchasing Agent or, for Professional Services Agreements, the Secretary of the Department of Finance and Administration. The foregoing requirement is regardless of whether the *sole source request for determination* has been signed by the Agency and/or the Contractor.

I. Name of Agency: City of Las Vegas

Agency Chief Procurement Officer: Helen Vigil, Purchasing Supervisor

Telephone Number: 505-454-1401

II. Name of prospective Contractor: James, Cooke & Hobson Inc.

Address of prospective Contractor: 3810 Academy pkwy S. NE
Albuquerque nm 87109-4453

Amount of prospective contract: \$10,000.00

Term of prospective contract: 1 Year

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract:

The waste water treatment plant wants to have James Cooke and Hobson as a contractor to work on FLYGT pumps/blowers at the plant when needed. This company installed these pumps at plant and is familiar with diagnostics. We have contracted other companies in the past and have resulted in more problems very few are familiar with FLYGT pumps/blowers at the plant. Pumps/blowers continuously need periodic maintenance and services as per manufacturer which our operators are not qualified to do.

IV. Provide an explanation of the criteria developed and specified by the agency as necessary to perform and/or fulfill the contract and upon which the state agency reviewed available sources. (Do not use "technical jargon;" use plain English. Do not tailor the criteria simply to exclude other contractors if it is not rationally related to the purpose of the contract.)

James cook and Hobson have worked on these pumps/blowers for years and are familiar with equipment being that they installed them and are the leading authority for these pumps. We have hired different contractors in the past and have resulted in more problems and greater cost to system maintenance.

- V. Provide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities 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.”)

James Cook and Hobson specialize on repair and rehabbing FLYGT pumps and blowers also reconstructing pumps when needed. The closest company that would be comparable with this type of service would be out of state. They are the leading company for these pumps as far as service. The cost to hire out of state would be costly.

- VI. Provide a detailed, sufficient explanation of how the professional service, service, construction or item(s) of tangible personal property is/are *unique and how this uniqueness is substantially related to the intended purpose of the contract*.

James Cooke and Hobson installed these pumps/blowers at the plant and are very familiar with maintenance on these pumps and blowers due to they have serviced these pumps for years and have repaired them in drastic circumstances.

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

Contractors have been hired in the past and have out sourced to James Cook and Hobson to fix them due to their complicated nature. Many have tried to convince plant to change pumps but it would be a very costly and non efficient or productive solution.

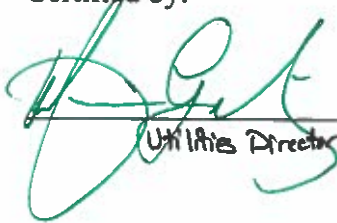
- VIII. Provide a narrative description of the agency’s due diligence in determining the basis for the procurement, including procedures used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; reviewing telephone books and other advertisements; contacting similar service providers; and reviewing the State Purchasing Agent’s vendor list. Include a list of businesses contacted (*do not state that no other businesses were contacted*), date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.

Alha southwest has been contacted several times and has come out to plant to inspect scope of work. They do not specialize in FLYGT pumps/blowers and have tried to convince the plant an alternative solution on replacing pumps. The alternative is costly and not feasible. Being that James Cooke and Hobson is very familiar with the pumps due to the fact that they installed them and they also are the authorities for these pumps it is in our best interest to maintain their services.

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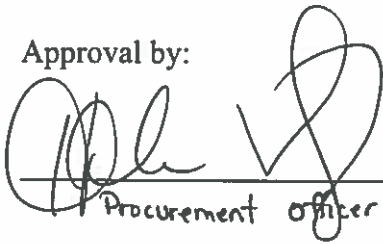
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Certified by:


Utilities Director

Date: 10/28/15

Approval by:


Procurement officer

Date: 10/28/15

APPROVED:


Interim Finance Director

Date: 10/28/15

