



## 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

Telephone Number: 505-454-1401

II. Name of prospective Contractor: QA BALANCE SERVICES INC.

Address of prospective Contractor:

7812 SOUTH NEWBERN CIRCLE  
AURORA, COLORADO 80016

Amount of prospective contract: \$1706.00

Term of prospective contract: YEARLY

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

Contractor is a sole provider in annual calibrations/repairs of waste water/water Laboratory process control equipment. This is an EPA and NMED mandate. Services include on site and preventive maintenance with no additional charge. Lab equipment which includes pH meters, DO meters, spectrophotometers, colorimeter, furnaces, drying oven, Fecal water bath, Thermometers, weight sets, turbidity meter and Autoclaves. QA Balance is certified to manufactures specification, NIST, TCEQ and EPA.

- 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.)

QA Balance, Inc. is certified to perform all jobs mentioned with certified qualifications that are required to maintain a Certified Lab for the purpose of quality assurance and quality control.

- 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.”)

The company is fully certified for all lab calibrations on all equipment and will provide on site duties with no additional cost to service. They also can repair equipment if needed.

- 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.*

The certifications that are required to calibrate and repair Lab equipment is mandated through the EPA and NMED.

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

Not all companies that calibrate lab equipment meet the requirements of the EPA and NMED standards.

**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.**

Research was done using the Internet and other labs as personal contacts to find a company that provides this service, lab calibrations with certifications that meet our criteria, EPA and NMED. We found some companies could provided some of the calibrations to lab equipment but not to other equipment which would include SLD laboratories via telephone on 1-18-17 and National lab calibrations via telephone on 2-7-17. This company is the only one that offers all equipment calibrations with certifications that are required to maintain proper quality control and assurance. the on site services which they proved was not available with other companies shipping was required or a substantial amount was wanted for travel.

Certified by:

Date: 4/27/18

  
Department Director

Approved by

Date: 5/2/2018

  
Procurement Officer

APPROVED:

Date: 5/2/2018

  
Finance Director