



REQUEST FOR SOLE SOURCE DETERMINATION

NOTICE # _____

CITY WEBSITE POSTING DATE: _____

STATE WEBSITE POSTING DATE: _____

00-M0005-20-CP074

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 Purchasing Specialist, Chief Procurement Officer and City Manager (if required).

DEPARTMENTS COMPLETE PAGES 1 & 2, DEPARTMENT HEAD SIGNATURE ON PAGE 2 CERTIFYING THE SOLE SOURCE JUSTIFICATION AND SUBMIT ENTIRE FORM ELECTRONICALLY TO THE PURCHASING OFFICE

To: Purchasing Specialist

From Department Head: _____ Dept./Division _____

Subject: Sole Source Request for the Purchase of: _____

Requested Vendor: _____

Annual Cost Estimate: _____ Purchase Term: _____

NIGP Code(s): _____

Sole Source purchases are defined as clearly and legitimately limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and cost effective feature requirement. The use of sole source purchases shall be limited only to those specific instances, which are totally justified to satisfy compatibility or technical performance needs.

*Sole Source: only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.

**Procurements of items for which the City has established a standard by designating a brand or manufacturer or by pre-approving via a testing shall be competitively bid if there is more than one vendor of this item.

Property or Service Required:

Prior Procurement (RFP/BID #/PO #):

Please describe the item or service and its function:

This is a sole source* because (mark all that apply):

sole provider of a licensed or patented good or service

sole provider of items that are compatible with existing equipment, inventory, systems, programs or services

sole provider of goods and services for which the City has established a standard**
Standard established _____(year)

sole provider of factory-authorized warranty service

sole provider of goods or services that will meet the specialized needs of the City or perform the intended function (please detail below or in an attachment)

the vendor/distributor is a holder of a used item that would represent good value and is advantageous to the City (please attach information on market price survey, availability, etc)

What necessary features does this vendor provide which are not available from other vendors? Please be specific.

What steps were taken to verify that these features are not available elsewhere?

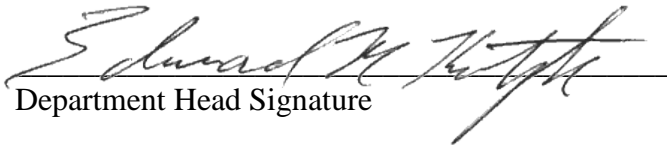
Other brands/manufacturers were examined (please list phone numbers and names, and explain why these were not suitable)

Other vendors were contacted (please list phone numbers and names, and explain why these were not suitable).

STATEMENT OF NEED:

My department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the City. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

Refer to the attached sole source justifications as prepared by our department, to the attached review of available products/services and to the completed Purchase Requisition.


Department Head Signature

Date

PURCHASING OFFICE FINDINGS:

**REQUIRED SIGNATURES
(AFTER 30 DAY POSTING PERIOD WITH NO PROTESTS)**

If this sole source relates to a procurement of general services or tangible property and is less than \$10,000

- 1) the signature of the City Purchasing Specialist on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
- 2) the sole source is granted as of the date of the last signature;

If this sole source relates to a procurement of general services or tangible property and is greater than \$10,000 or is for professional services

- 3) the signature of the Chief Procurement Officer on this form is the final signature required for this sole source procurement, unless procurement exceeds \$20,000; and

If this sole source relates to a procurement of general services, tangible property or professional services and is greater than \$20,000

- 4) the signature of the City Manager is the final signature required.

APPROVED

Purchasing Specialist Signature

Date

APPROVED

Chief Procurement Officer Signature

Date

APPROVED (City Manager is the FINAL signature if required):

City of Aztec City Manager

Date



Esri Inc
380 New York Street
Redlands CA 92373

Subject: Renewal Quotation

Date: 04/21/2020
To:
Organization: City of Aztec
Information Systems Dept
Fax #: 505-334-7679 **Phone #:** 505-334-7688
From: Pete Bennett
Fax #: 909-307-3083 **Phone #:** 888-377-4575 Ext. 2063
Email: pbennett@esri.com

Number of pages transmitted
(including this cover sheet): 5

Quotation #25948236
Document Date: 02/17/2020

Please find the attached quotation for your forthcoming term. Keeping your term current may entitle you to exclusive benefits, and if you choose to discontinue your coverage, you will become ineligible for these valuable benefits and services.

If your quote is regarding software maintenance renewal, visit the following website for details regarding the maintenance program benefits at your licensing level
<http://www.esri.com/apps/products/maintenance/qualifying.cfm>

All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your coverage at a later date.

Please note: Certain programs and license types may have varying benefits. Complimentary User Conference registrations, software support, and software and data updates are not included in all programs.

Customers who have multiple copies of certain Esri licenses may have the option of supporting some of their licenses with secondary maintenance.

For information about the terms of use for Esri products as well as purchase order terms and conditions, please visit
<http://www.esri.com/legal/licensing/software-license.html>

If you have any questions or need additional information, please contact Customer Service at 888-377-4575 option 5.



esri[®] 380 New York Street
 Redlands, CA 92373
 Phone: 888-377-45752063
 Fax #: 909-307-3083

Quotation

Date: 02/17/2020

Quotation Number: 25948236

City of Aztec
 Information Systems Dept
 201 W Chaco St
 Aztec NM 87410

Send Purchase Orders To:

Environmental Systems Research Institute, Inc.
 380 New York Street
 Redlands, CA 92373-8100
 Attn: Pete Bennett

Please include the following remittance address on your Purchase Order:

Environmental Systems Research Institute, Inc.
 P.O. Box 741076
 Los Angeles, CA 90074-1076

Customer Number: 365266

For questions regarding this document, please contact Customer Service at 888-377-4575.

Item	Qty	Material#	Unit Price	Extended Price
10	1	122197 ArcGIS Publisher for Desktop Single Use Primary Maintenance Start Date: 05/18/2020 End Date: 05/17/2021	500.00	500.00
1010	2	87192 ArcGIS Desktop Basic Single Use Primary Maintenance Start Date: 07/10/2020 End Date: 05/17/2021	341.92	683.84
2010	1	93094 ArcGIS Desktop Basic with Extensions Single Use Primary Maintenance Start Date: 05/18/2020 End Date: 05/17/2021	1,000.00	1,000.00
3010	1	93303 ArcGIS Desktop Standard Single Use Primary Maintenance Start Date: 05/18/2020 End Date: 05/17/2021	1,500.00	1,500.00

Quotation is valid for 90 days from document date.

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

Issued By: Pete Bennett **Ext:** 2063

[CSBATCHDOM]

To expedite your order, please reference your customer number and this quotation number on your purchase order.



esri[®]

380 New York Street
Redlands, CA 92373
Phone: 888-377-45752063
Fax #: 909-307-3083

Quotation

Page 2

Date: 02/17/2020

Quotation Number: 25948236

Item	Qty	Material#	Unit Price	Extended Price
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Item Subtotal	3,683.84
Estimated Tax	0.00
Total	USD 3,683.84

DUNS/CEC: 06-313-4175 CAGE: 0AMS3



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380 New York Street
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Quotation

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Date: 02/17/2020

Quotation Number: 25948236

Item	Qty	Material#	Unit Price	Extended Price
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Renewal Options:

- Online: Renew through My Esri site at <https://my.esri.com>
 - Credit Card
 - Purchase Order
 - Email Authorization
- Email or Fax: Email Authorization, Purchase Order or signed quote to:
 - Fax: 909-307-3083
 - Email: service@esri.com

Requests via email or signed quote indicate that you are authorized to obligate funds for your organization and your organization does not require a purchase order.

If there are any changes required to your quotation please respond to this email and indicate any changes in your invoice authorization.

If you choose to discontinue your support, you will become ineligible for support benefits and services. All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your support coverage at a later date.

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <http://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at [http://assets.esri.com/content/dam/esrisites/media/legal/ma-full/ma-full .pdf](http://assets.esri.com/content/dam/esrisites/media/legal/ma-full/ma-full.pdf) apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <http://www.esri.com/en-us/legal/terms/state-supplemental> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy GSA, BPA) on your ordering document.



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380 New York Street
Redlands, CA 92373
Phone: 888-377-45752063
Fax #: 909-307-3083

Quotation

Page 4

Date: 02/17/2020 **Quotation No:** 25948236 **Customer No:** 365266

Item	Qty	Material#	Unit Price	Extended Price
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US FEDERAL CUSTOMERS: If you are a federal customer or a contractor purchasing on behalf of a federal customer a purchase order is required to receive an invoice. Please email the purchase order to service@esri.com

By signing below, you are authorizing Esri to issue a software support invoice in the amount of USD _____ plus sales tax, if applicable.

Please check one of the following:

I agree to pay any applicable sales tax.

I am tax exempt. Please contact me if Esri does not have my current exempt information on file.

Signature of Authorized Representative

Date

Name (Please Print)

Title