



REQUEST FOR SOLE SOURCE

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 Agent or, for Professional Services Agreements, the Finance Director. The foregoing requirement is regardless of whether the sole source request for determination has been signed by the Department Head.

To: Purchasing Office

From: Ruben Salcido / Public Works Dept.
Name of Department Head Dept./Division

Subject: Sole Source Request for the Purchase of: Continuing services for engineering design and construction management from CHC Engineers, LLC.

Requested Vendor: CHC Engineers, LLC

Procurement Number: 2025-856

Cost Estimate: \$68,000.00

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.

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 my completed Purchase Requisition.

Requestor: Department Head:
Print Name Ruben Salcido
Signature of Requestor Date Signature of Dept. Head Date 7/24/24

Requisition Items or Service:

Construction management services for McWilliams Road Improvement Project

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

Fiscal Year 2024: PO 2024203, Expensed \$16,375.00

Fiscal Year 2023: PO 2023213, Expensed \$26,975.00

Fiscal Year 2022: PO 2022387, Expensed \$16,925.00

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1. Please describe the item/service and its function:

Services added in each fiscal year

- FY2022: Initial design of a chipseal type roadway improvement project
- FY2023: Re-design to an asphalt paved type roadway improvement and storm drain remediation wall.
- FY2024: Re-design to include a new sidewalk section and summary plats

2. This is a sole source\* because:

- sole provide 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\*\*
- 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)

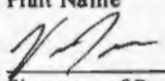
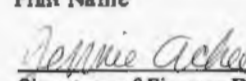
3. What necessary features does this vendor provide which are not available from other vendors? Please be specific.

This vendor provides a historical technical background to the underground utilities within the subject roadway. There is both a water reservoir and water pump station adjacent to the subject roadway which is vital to the operations of the water system.

Sole Source Form

4. 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).
  - None of the above, describe below:

The initial agreement for design and construction management was established 02/08/2022 for \$50,475.00. This amount has increased due to the change orders listed above. It is in the City's best interest to continue with the same vendor to ensure the successful completion of the project.

Purchasing Agent: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Rejected <u>Vanessa Tanner</u> <small>Print Name</small>    <u>7-24-24</u> <small>Signature of Purchasing Agent    Date</small>	Finance Director: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Rejected <u>Jennie Ache'e</u> <small>Print Name</small>    <u>7/25/24</u> <small>Signature of Finance Director    Date</small>
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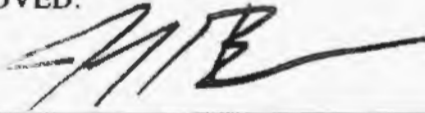
***If this sole source relates to a procurement of general services or tangible property:***

- 1) the signature of the City Purchasing Agent 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 signature by the City Purchasing Agent;
- 3) the signature of the City Finance Director on this form is the final signature required for this sole source procurement, unless procurement exceeds \$15,000; and
- 4) the signature of the City Manager (below) is required; and
- 5) this sole source is granted as of the date of signature by the City Manager.

***If this sole source relates to a procurement of professional services:***

- 1) the signature of the City Purchasing Agent on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenge(s); and
- 2) the signature of the City Manager (below) is required; and
- 3) this sole source is granted as of the date of signature by the City Manager.

APPROVED:



City of Aztec, City Manager

7/25/24  
Date

Sole Source Form