

## CITY OF CARLSBAD SOLE SOURCE AND EMERGENCY PROCUREMENT 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 Purchasing Manager. *A purchase order will not be issued and orders may not be placed until the sole source determination as been posted for a minimum of 15 days.*

I. Name of Company: Aerial Designs Date: 5.7.18

Please Check One: New Sole Source  Renewal of Existing Sole Source

Please Check One:  Product  Services  Product and Services

Type of Sole Source Requested: *(Please check the one that best describes the type of Sole Source you are requesting)*

**Company Sole Source** (Only one company can provide the goods or services)

**Brand Name Sole Source** (Only this brand will serve the intended purpose or function with existing equipment or systems, including software)

**Unique Professional Services** (Only one company or individual can provide this service due to the creative nature of the service or custom delivery of goods or services that are unique and subject to custom design and/or fabrication.

**\*\*Please note- True Professional Services under \$60,000 in value are considered a small purchase and does not require a sole source determination.**

**Proprietary Sole Source** (Only this company provides this product or service and only this company can provide after sale maintenance, repairs or service agreements)

**Local Sole Source** (Only one company exists to provide this product or service locally and due to the nature of the purchase, it is not feasible or reasonable to obtain the product or service from non-local sources. Only one local vendor is able to respond to the need in a timely manner due to local proximity)

Amount of Purchase \$ \_\_\_\_\_



**Sole Source Determination**

III. 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 Community Development Dept is requesting a sole source for Aerial Designs due to the unique design and fabrication process of a ropes course located at the NCKRI building. There was no contractors of this type in New Mexico.

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IV. 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.***

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

VI. Provide a narrative of the due diligence used in determining the basis for the procurement, including a review of available sources and include 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, provide the goods or services; or an explanation of why the department has determined that no businesses other than the prospective contractor can provide the goods or services requested.

Certified by:

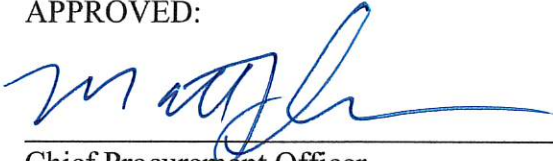
Date: 5.7.18

**John Lowe**

Department Director

APPROVED:

Date: 5-7-18



Chief Procurement Officer

Authority to Proceed

- 1) the signature of the CPO 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 State Purchasing Agent; and
- 3) the signature of the CPO on this form is the final signature required for this sole source procurement.



John Lowe &lt;jnlowe@cityofcarlsbadnm.com&gt;

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**NCKRI Courtyard**

3 messages

**Dianne Joop** <djoop@nckri.org>

Tue, May 1, 2018 at 2:23 PM

To: "jnlowe@cityofcarlsbadnm.com" &lt;jnlowe@cityofcarlsbadnm.com&gt;

Cc: John Lowe &lt;jnlowe@cityofcarlsbadnm.com&gt;

Hello John,

I wanted to give you the information that you need in regards to our contractors on the project.

When the project originated, the City, NCKRI, and Storyline Studios worked together to develop a preliminary concept and budget. Storyline Studios would be have the responsibility for design and overseeing the exhibit fabrication. We had a second designer on board responsible for the structural part of the exhibit and it's construction.

So Jason Burns and I developed a call for proposals to select the aerial designer/construction firm. Aerial Designs is the only contractor that responded and because of the location proximity to Storyline Studios we thought they would be an ideal firm. There were no contractors of this type in New Mexico.

So my question for you is about the details for the letter that you need. Who does the letter need to be addressed to and does it need to be on NCKRI letterhead? Physical letter or email?

Thanks in advance,

Dianne Joop  
Education Director  
NCKRI

Sent from my iPhone

On Apr 16, 2018, at 7:58 AM, Luis Camero &lt;lrcamero@cityofcarlsbadnm.com&gt; wrote:

Sir, the project in question as well as the installation of the proper door lock cores, will be handled by John Lowe, Community Development Director. I will forward your request to meet to Mr. Lowe, I will also send to him the documents provided to me by Ms. Joop. I am certain Mr. Lowe will be able to meet your expectations for both projects. Thanks

On Sat, Apr 14, 2018 at 9:39 PM, George Veni &lt;gveni@nckri.org&gt; wrote:

Luis,

I'm back in town and learned about the brine well meeting on Wednesday. Would you be available 30 minutes before the meeting, at 2:30 p.m. so I can get updated on what's happening with the NCKRI courtyard and locks?

Thank you,

George