

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: Pioneer Equipment, Inc. Date: 03-02-17

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 \$ _____

II. **Emergency Procurement Request**

DEFINITION OF EMERGENCY CONDITIONS:

An emergency condition is a situation which creates a threat to public health, welfare, safety or property such as may arise by reason of floods, epidemics, riots, equipment failures or similar events. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

- A. the functioning of government;
- B. the preservation or protection of property; or
- C. the health or safety of any person.

Please provide a detailed explanation for why the purchase required meets the above definition of an Emergency Condition.

**** The Emergency Determination will only be in effect as long as needed to alleviate the emergency conditions. Once the emergency condition has passed, regular procurement methods and procedures must be followed.**

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 Wastewater Treatment Plant has multiple Vogelsang Pumps. These pumps require parts and maintenance supplies.



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.**

Pioneer Equipment, Inc. is the only company that supplies parts and maintenance for the Vogelsang Pumps.



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

The Vogelsang Pumps requires parts and maintenance supplies.




VI. Provide a narrative of the due diligence used in determining the basis for the procurement, including a review of available sources and 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.

Pioneer Equipment, Inc. is the dealer representative for the Vogelsang Pumps.



Certified by:


Date: 3/2/17



Department Director

APPROVED:

Date: 3-7-17



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.

CITY OF CARLSBAD

INTER-OFFICE MEMORANDUM

Dale Janway, Mayor

Michael A. Hernandez, Director of Utilities

Steven V. McCutcheon, City Administrator

TO: Michael A. Hernandez, Utilities Director

FROM: Joe Harvey, Wastewater Superintendent 

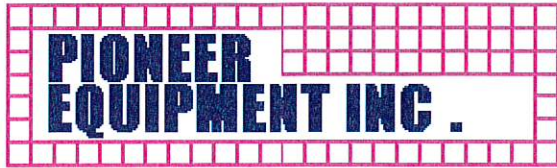
DATE: March 02, 2017

RE: Sole Source – Pioneer Equipment, Inc.

Pioneer Equipment, Inc. is the only company that sells parts for the Vogelsang Pumps at the Wastewater Treatment Plant. This is a specialize piece of equipment used to pump bio-solids.

JH/fl

xc: file



SALES QUOTE

Page: 1

3738 E. Miami Ave, Phoenix, AZ 85040
 Tel: 602 437-4312 Fax: 602 437-0174

Sales Quote Number: 2170393

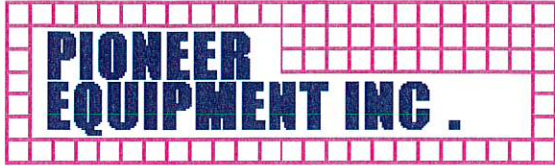
Sales Quote Date: 03/02/17

To: jpharvey@cityofcarlsbadnm.com
 CITY OF CARLSBAD
 P.O. BOX 1569
 CARLSBAD, NM 88221-1569

Quoted By: JENNIFER - (520) 622 1638

We are pleased to quote on the following equipment:

Qty.	Item No.	Description	Unit Price	Total Price
		VOGELSANG BHD71180023 / 24		
2	11.000007	LOBE KIT FOR V100-128Q, NBR* KIT INCLUDES: 2-NPF.013-FITTING KEY 2-DOR.068-ORING 2-NUS.033 ADJUST WASHER 2-NSI.099-CYLINDER HD BLT 1-DOR.057-ORING 2-DOR.056-ORING 2-DOR.055-ORING 2-PKD.D112.TL-ROTARY LOBE 2-PKD.D112.TR-ROTARY LOBE 2-NST.030-PLUG Leadtime: To ship 3/27/17	1,093.66	2,187.32
2	11.000002	MECH SEAL KIT V100 (2) NSI.099-CYLINDER HEAD BOLT (1) DOR.057 ORING (2) DOR.056 ORING (2) DOR.055 ORING (2) PRS.D014.N1 SEAL CARRIER (4) DOR.082 O-RING (4) DOR.024.HNB ORING (4) DGL.D003.N1 MECH SEAL RING (2) DOR.068 ORING (2) NUS.033 ADJ WASHER (2) PRS.D015.N1 ADJ RING (2) NST.030 PLUG (1) BOX6610 Leadtime: To ship 3/13/17	884.72	1,769.44
2	11.000388	PUMP HOUSING SEGMENT KIT KIT INCLUDES: 2-PGP.D004.PT-PUMP HOUSING SEGMNT 2- DAD.D003-FLT GSKT	690.40	1,380.80
		Transferred to page 2.....		5,337.56



SALES QUOTE

Page: 2

3738 E. Miami Ave, Phoenix, AZ 85040
 Tel: 602 437-4312 Fax: 602 437-0174

Sales Quote Number: 2170393

Sales Quote Date: 03/02/17

To: jpharvey@cityofcarlsbadnm.com
 CITY OF CARLSBAD
 P.O. BOX 1569
 CARLSBAD, NM 88221-1569

Quoted By: JENNIFER - (520) 622 1638

We are pleased to quote on the following equipment:

Qty.	Item No.	Description	Unit Price	Total Price
		Transferred from page 1.....		5,337.56
2	11.000510	Leadtime: To ship 3/20/17 WEAR PLATE V100-Q KIT INCLUDES: 1-PFL.D005-WEAR PLATE 4-NSK.1933.EE-HEXAGON HD BLT 1-PFL.D003-WEAR PLATE	194.48	388.96
1		Leadtime: To ship 3/16/17 FREIGHT/EXP	58.00	58.00

*11.000011 is obsolete, quoted standard housing and wear plate kits separate

Lead Time SEE ABOVE
 F.O.B.: FACTORY
 Terms: NET 20 DAYS
 Sales: Rob Short

Prices quoted are subject to adjustment to price in effect at time of shipment.
 Orders which require financing are subject to the approval of our credit department.
 Delivery date given on this order is contingent upon promised shipment from our suppliers and upon government restrictions or other factors beyond our control.
 All applicable taxes to apply.