

**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: Benmark Supply Company Date: 5/12/16

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)

**Emergency Procurement (See Page 2)**

Amount of Purchase \$ 5,567.37

**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.

One of the two main water distribution lines is in need of a gate valve to repair the line that controls the incoming flow of water to the City of Carlsbad from the water well field. One of the two lines is currently down for repairs, therefore the line that requires the gate valve is the only line currently supplying the City of Carlsbad with water. If this line fails before the other line is repaired, the City of Carlsbad will not have any incoming water source for the public use and could potentially cause catastrophic damage to the rest of the City water system. Benchmark Supply is able to provide the gate valve necessary for the repair immediately (overnight). Due to the urgent nature of the repairs and to prevent a possible water crisis, the City of Carlsbad is determining this to be an Emergency Procurement. See narrative provided by the Water Dept. Warehouse Manager attached to this document.

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\*\* 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: \$ 5,567.37

II.  Emergency Procurement Request

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

THE CITY MUST PURCHASE A 16" M.S. GATE VALVE WITH 2 SET MEG-A-LUG KEYS TO REPAIR A WATER MAIN DISTRIBUTION LINE AT A WATER RESERVOIR ON HOLLAND STREET. THIS LINE IS 1 OF 2 LINES THAT FEED CARLSBAD WATER. THE OTHER LINE COMES IN FROM THE N.H. EL PASO HIGHWAY. THERE IS A PROBLEM WITH THE N.H. - PRV STATION THAT CONTROLS THE WATER COMING INTO TOWN FROM THE 2ND DISTRIBUTION LINE. IF THIS LINE FAILS BEFORE REPAIRS ARE MADE ON THE 16" LINE ON HOLLAND STREET THERE WILL BE NO WATER COMING INTO TOWN FROM THE WATER WELL FIELDS. BEYMARK SUPPLY CAN SUPPLY THE PARTS TO MAKE THE REPAIRS ON PRV (511316).

*L.W. Loh*

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Amount of purchase: \$ 5,567.37





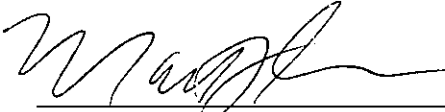
Certified by:

Date: 5/12/16

  
Department Director

APPROVED:

Date: 5-12-16

  
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.