

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: Yamaha Financial Services Date: 10/22/18

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 \$ 880 per month

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.

N/A

** 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: \$ N/A

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 City leases Yamaha golf carts for our municipal golf course. The City desires to install a GPS tracking system on all golf carts in order to monitor cart activities on the golf course from the pro shop. The gps equipment will be added to the current golf cart lease. The equipment must be leased from Yamaha since the only gps equipment compatible with connection to the Yamaha carts is made by Yamaha.

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.***

The gps devices are only compatible with Yamaha golf carts.

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

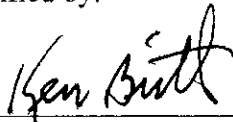
The gps devices are only compatible with Yamaha golf carts.

- 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.

Masek Rocky Mountain Golf Cars is the regional Yamaha cart dealer. When contacted regarding the addition of the gps equipment to the carts, it was discovered that only Yamaha brand gps equipment was compatible with the Yamaha carts.

Certified by:

Date: 10/23/18



Department Director

APPROVED:

Date: 10-23-18



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.



Matthew Fletcher <msfletcher@cityofcarlsbadnm.com>

Yamaha GPS

1 message

Kyle Boatman <kbboatman@cityofcarlsbadnm.com>

Mon, Oct 22, 2018 at 1:43 PM

To: Matthew Fletcher <msfletcher@cityofcarlsbadnm.com>

Hey Matt,

I have attached the PO adding the GPS units to it. These units will be installed in the carts and can only be purchased through Yamaha. The only dealer for our area is Masek and they will be the ones installing these units. Being that the carts on lease we must use only Yamaha GPS units.

Kyle Boatman
Golf Course Superintendent
City of Carlsbad
1201 Mission Ave.
Carlsbad, NM 88220
Cell- 575-361-4009

yamaha PO.pdf
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