

**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: Baker Supply                      Date: 11/6/19

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.")

Badger Meter manufactures a portable clamp on meter that meets the needs of the Utilities Department.

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.*

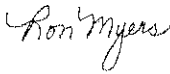
V. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.

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.

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Certified by:

Date: 12.06.19

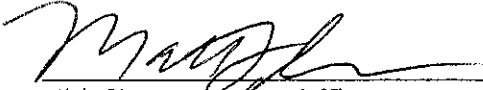


Digitally signed by Ron Myers  
DN: cn=Ron Myers, o=City of  
Carlsbad, ou=Water Department,  
email=rwmyers@cityofcarlsbadnm  
.com, c=US  
Date: 2019.12.06 07:36:11 -07'00'

\_\_\_\_\_  
Department Director

APPROVED:

Date: 12-23-19



\_\_\_\_\_  
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



**Badger Meter**

4545 W Brown Deer Road  
PO Box 245036  
Milwaukee, Wisconsin 53224-9536  
414-355-0400 | 800-876-3837  
[www.badgermeter.com](http://www.badgermeter.com)

November 6, 2019

**RE: Sole Source Letter**

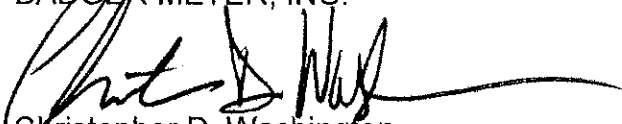
To Whom it May Concern:

This correspondence confirms that Baker Supply is the sole provider of Badger Meter utility products for the State of New Mexico.

In the event you have any questions regarding this correspondence, we can be reached by telephone at 414-371-7290 or via email at [bids@badgermeter.com](mailto:bids@badgermeter.com). You may reach your Account Manager, Chip Woods at 414-371-7204 or via email at [RWoods@badgermeter.com](mailto:RWoods@badgermeter.com)

Sincerely,

BADGER METER, INC.



Christopher D. Washington  
Assistant Secretary