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: Pipestone Equipment Date: 4/28/20	
	Please Check One: New Sole Source Renewal of Existing Sole Source	ce_X
	Please Check One: _X Product Services Product and Services	
	Type of Sole Source Requested: (Please check the one that best describes the Source you are requesting)	type of Sole
	X Company Sole Source (Only one company can provide the goods or so	ervices)
	Brand Name Sole Source (Only this brand will serve the intended purpose with existing equipment or systems, including software)	or function
	Unique Professional Services (Only one company or individual can provide	
	due to the creative nature of the service or custom delivery of goods or serv	rices that are
	unique and subject to custom design and/or fabrication. **Please note- True Professional Services under \$60,000 in value are consider purchase and does not require a sole source determination.	lered a small
	Proprietary Sole Source (Only this company provides this product or serve	
	this company can provide after sale maintenance, repairs or service agreer	nents)
	Local Sole Source (Only one company exists to provide this product or se.	
	and due to the nature of the purchase, it is not feasible or reasonable to	
	product or service from non-local sources. Only one local vendor is able t the need in a timely manner due to local proximity)	o respond to
	Amount of Purchase \$	

II. Emergency Procurement Reque	ıest
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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 definition of an Emergency	_	for why	the purchas	se required	meets the	above
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** The Emergency Determ emergency conditions. (methods and procedures	Once the eme	ergency c				

Amount of purchase: \$

Sole Source Determination

u se	rovide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or nique capabilities of the prospective contractor that makes the prospective contractor the one ource capable of providing the required professional service, service, construction or item(s) f tangible personal property. (Please do not state the source is the "best" source or the "least ostly" source. Those factors do not justify a "sole source.")
	They are the sole contracted authorized agent for Cla-Val. They are fully equipped for local technical, commercial and service support and has full backing of Cla-Val Company.
01	rovide a detailed, sufficient explanation of how the professional service, service, construction ritem(s) of tangible personal property is/are unique and how this uniqueness is substantially lated to the intended purpose of the contract.
	explain why other similar professional services, services, construction or item(s) of tangible ersonal property <i>cannot</i> meet the intended purpose of the contract.

VI.	including a review of available so (do not state that no other busine (telephone, mail, e-mail, other), a	gence used in determining the basis for the procurement, urces and include Include a list of businesses contacted asses were contacted), date of contact, method of contact and documentation demonstrating an explanation of why
		uld not, under any circumstances, provide the goods or y the department has determined that no businesses other
		provide the goods or services requested.
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Certifi	ied by:	Date: 4.29.20
Ron	Digitally signed by Ron Myers DN: cn=Ron Myers, o=City of Carisbad, ou=Water Department, email=rwmyers@cityofcarisbadn m.com, c=US Date: 2020.04.29 09:08:39 -06'00'	
Depart	tment Director	
APPR	OVED:	Date: 5 /2 - 20
W	1 44 / 1-	
Chief 1	Procurement Officer	 '
Austho	rity to Dropped	

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 Carlbad 101 N Halagueno Carlsbad, NM 88221

February 12, 2019

Subject: Pipestone Equipment as Sole Contracted Cla-Val Company Agent

To whom it may concern,

The purpose of this letter is to confirm that Pipestone Equipment, located at 676 Moss Street in Golden, CO is the sole contracted authorized agent for <u>Cla-Val</u> <u>Company</u> products in the Municipal market for the state of New Mexico.

Nationally we utilize a network of independent agents to serve the Municipal market segment in specific territories. As the authorized local <u>Cla-Val Company</u> product outlet Pipestone Equipment is fully equipped for local technical, commercial and service support and has full backing of <u>Cla-Val Company</u>.

Please do not hesitate to contact me if I can provide any additional information

Sincerely yours,

Juny Robelsons

Jeremy Rohrbaugh District Sales Manager