

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

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 \$ _____

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.

Certified by:

Date: 4.29.20

Ron Myers

Digitally signed by Ron Myers
DN: cn=Ron Myers, o=City of
Carlsbad, ou=Water Department,
email=rwmyers@cityofcarlsbadn
m.com, c=US
Date: 2020.04.29 09:08:39 -06'00'

Department Director

APPROVED:

Date: 5-12-20

M. [Signature]

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
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 **Cla-Val Company** 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 **Cla-Val Company** product outlet Pipestone Equipment is fully equipped for local technical, commercial and service support and has full backing of **Cla-Val Company**.

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

Sincerely yours,

Jeremy Rohrbaugh
District Sales Manager