

## "SOLE SOURCE" PROCUREMENT JUSTIFICATION

Sole source purchases are goods and services available from only one vendor. There may be just one vendor because of patents or copyrights or simply because the vendor is the only one which supplies the good or service. Using Department must provide a written explanation as to why only this particular product/service is acceptable and why no other will be suitable or acceptable to meet the need. A quote must accompany this form.

Department name: **Doña Ana County Fire & Emergency Services / Fire Administration**

1. Name of product or service: **Purchase, maintenance, & repairs of Holmatro Extrication Equipment. County-wide @ all 19 stations.**
2. Name of product manufacturer: **Holmatro, Inc.**
3. Name of "sole" product supplier or service provider: **Safety Instruction LTD LLC**
4. Describe in general terms the product/service you are requesting and the intended application.  
**Annual inspection, service, maintenance, and repair by the Holmatro factory service representative assigned to Doña Ana County (Rufus Campbell)**
5. Describe the unique features/capabilities/characteristics that distinguish it from other products/services.  
**Safety Industrial LTD is the only Holmatro factory authorized service provider/vendor in New Mexico.**
6. How did you determine there was only one source for the product or service? Provide information on the research that was performed to locate suppliers for this product(s) or service(s). (Please furnish names, addresses and other documentation).  
**It was determined that the other vendors would charge Doña Ana County Fire for travel, hotel, and meals for each visit per fire district. The service time would be 40-72 hours for other vendors who are out of state.**
7. What product supplier or service provider has your Department used until now to satisfy similar requirements? **Safety Instruction LTD LLC is who has been used.**

  
\_\_\_\_\_  
Signature of Department Head

  
\_\_\_\_\_  
Date

(Attach Quote and Use Additional Sheets As Necessary)

\*\*This form is used by Purchasing Department to determine if a "Sole Source" procurement criterion is met. Completing this form does not guarantee approval of this type of procurement.



**Holmatro, Inc.**  
505 McCormick Drive  
Glen Burnie, Maryland 21061, U.S.A.  
Phone: 410-768-9662 Fax: 410-768-4878

Dan Crowbridge  
Rocky Mountain Area Regional Manager  
Holmatro, Inc.  
(443) 995-4537  
dcrowbridge@holmatro-usa.com

To whom it may concern,

This letter shall serve as notification that Safety Instruction LTD LLC, 2617 South Roosevelt Road 3, Portales, NM 88130 is the sole source provider of Holmatro, Inc. Rescue Systems for the State of New Mexico.

Holmatro, Inc. requires an extremely high level of commitment from our dealer network, including but not limited to; Extrication Training Certification, Service and Warranty Training Certification, a maximum 24 hour response to service issues with loaner tools provided should the item needing service require a longer period of time for repair, and dealers must adhere to our Integrity Policy which governs their general approach to business practices. Safety Instruction LTD LLC, meets or exceeds all of the above requirements.

Please feel free to contact me at any time for additional information that may be required.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Crowbridge". The signature is fluid and cursive, with a large, sweeping underline that extends to the right.

Dan Crowbridge  
Rocky Mountain Regional Manager  
Holmatro, Inc.

