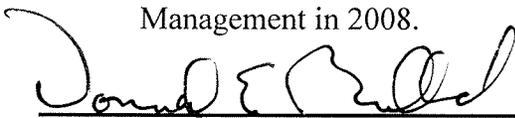


## “SOLE SOURCE” PROCUREMENT JUSTIFICATION

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: Purchasing (for all County Departments)

1. Name of product or service: Records and Document storage and retrieval.
2. Name of product manufacturer: American Document Services
3. Name of “sole” product supplier or service provider: American Document Services
4. Describe in general terms the product/service you are requesting and the intended application. All Dona Ana County departments need to store records and documents from a safe and very secure location for specified periods of time, depending on the departments’ requirements. This vendor also has the capability to retrieve records and documents and hold them for county personnel to pick up on an as needed basis.
5. Describe the unique features/capabilities/characteristics that distinguish it from other products/services. This vendor has the ability to store, catalog, and retrieve records and documents. Other storage providers only offer storage locations. This vendor is the only vendor with the storage capacity in one location large enough to store all county records and documents. This vendor is also extremely familiar with the requirements necessary to store governmental records and documents, including confidentiality requirements.
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). This is the only vendor capable of providing these services in Dona Ana County. It would not be an effective use of taxpayer dollars to store records and documents in El Paso or any other location due to travel expenses associated with storing and retrieving records and documents. Other vendors in Dona Ana County offer storage units only and do not offer other capabilities needed such as retrieval and cataloging.
7. What product supplier or service provider has your Department used until now to satisfy similar requirements? In the past, Dona Ana County has used Records Management and American Document Services. American Document Services bought out Records Management in 2008.



Signature of Department Head

7-17-13

Date

AMERICAN DOCUMENT SERVICES  
300 A, North 17<sup>th</sup> Street  
Las Cruces, New Mexico 88005  
W – 575 647-0060 F – 575 647-0550

Dona Ana County  
ATTN: Purchasing  
845 N. Motel Blvd.  
Las Cruces, NM 88007

July 08, 2013

Purchasing Department

This letter is to inform you that American Document Services, 300 A N. 17<sup>th</sup> Street, Las Cruces, New Mexico acquired Record Management Systems and their accounts on the 21<sup>st</sup> day of December, 2007. This makes American Document Services the only record Management in the area but we will continue to provide the best customer service as we have in the past and improve in areas that we can.

We are a 10 year old company with over 30 years of experience serving Las Cruces and the surrounding communities with the highest level of customer service and professionalism you could ask for. We will continue to meet your needs and are a phone call away for any questions you may have.

If you have questions please feel free to call American Document Services at 575 647-0060. We look forward to a long and friendly relationship.

Rick Jackson  
CEO/Owner  
American Document Services  
W 575 647-0060  
F 575647-0550  
C 575 642-9696