



**DOÑA ANA COUNTY PURCHASING DEPARTMENT
INTER-DEPARTMENTAL MEMORANDUM**

TO: Procurement File	DATE: 12/16/2016
FROM: Donald E. Bullard, Chief Procurement Officer	<i>DB</i>
SUBJECT: Sole Source Procurement Determination	

The Dona Ana County (DAC) Fire Department submitted a Sole Source Justification form and required attachments for the procurement of Homatro Equipment, Maintenance and Repairs from Safety Instruction LTD LLC.

Section 13-1-126 NMSA 1978 states in pertinent part that "A. A contract may be awarded without competitive sealed bids or competitive sealed proposals regardless of the estimated cost when the state purchasing agent or a central purchasing office determines, in writing, that:

- (1) there is only one source for the required service, construction or item of tangible personal property;
- (2) the service, construction or item of tangible personal property is unique and this uniqueness is substantially related to the intended purpose of the contract; and
- (3) other similar services, construction or items of tangible personal property cannot meet the intended purpose of the contract.

B. The state purchasing agent or a central purchasing office shall use due diligence in determining the basis for the sole source procurement, including reviewing available sources and consulting the using agency, and shall include its written determination in the procurement file."

The Purchasing Department:

- Reviewed the justification submitted to this office;
- Reviewed the steps taken by the User Department in "conducting a good-faith review of available sources;
- Reviewed the Vendor's Sole Source letter;
- Conducted research on other firms offering similar products.

The Purchasing Department has determined that Safety Instruction LTD is the only authorized provider of Holmatro equipment, maintenance and repairs in New Mexico. The DAC Fire Department has standardized this equipment for the 16 DAC Fire Districts. The purpose of standardizing this equipment allows for each of the 16 districts to interact with each other and mitigate emergency response effectively. This Sole Source Request was posted on the Dona Ana County website on December 16, 2016.

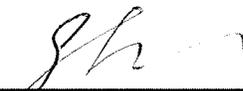
“SOLE SOURCE” PROCUREMENT JUSTIFICATION

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: **Fire Administration** _____

1. Name of product or service: **Purchase, maintenance, and repairs to Holmatro Extrication Equipment** _____
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 or maintenance by the Holmatro factory service representative assigned to Dona Ana County (Rufus Campbell)
5. Describe the unique features/capabilities/characteristics that distinguish it from other products/services.
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 others would charge Dona Ana County Fire for travel, hotel, meals for each visit per fire district. The service time would be 72-96 hours for other vendors.
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

 8 Dec. 2016

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,

Dan Crowbridge
Rocky Mountain Regional Manager
Holmatro, Inc.



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SAFETY INSTRUCTION LTD SAFETY INSTRUCTION LTD, Corporate Info

2617 South Roosevelt Rd 3
PORTALES NM 88130-9408

Rufus Campbell
+1 575-760-9134 (tel:+15757609134)

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Contact page: <http://www.holmatro.com/en/vehicle-rescue/dealers/25-safety-instruction-ltd.html?>

Vehicle Rescue



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