

“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: Clerk's Office

1. Name of product or service: Marriage Record Binder/Kit
2. Name of product manufacturer: Ink Impressions Inc. DBA Automated Election Services
3. Name of “sole” product supplier or service provider: Same as above
4. Describe in general terms the product/service you are requesting and the intended application.

Marriage Record Binder, Marriage Application, Bryon Weston Archival Paper 3 Rectangular Hole Punch and Rounded Corners 8 1/2 X 14, Marriage Certificate/Licenses, Commission Minutes Binder.

5. Describe the unique features/capabilities/characteristics that distinguish it from other products/services.

The requirements to produce marriage licenses/certificates, marriage applications and the permanent hardbound are manufacturer specific.

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).

Internet Research

7. What product supplier or service provider has your Department used until now to satisfy similar requirements?

Clerk's Office

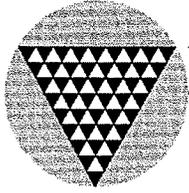
02/12/2014

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.



← THE ELECTION MANAGEMENT PEOPLE →

Automated Election Services™

A Certified Trademark Name Of Ink Impressions, Inc.

7000 Zenith Ct. ▲ Rio Rancho, New Mexico 87144-6467
Voice (505) 891-0525 ▲ Fax (505) 891-6500

February 6, 2014

Dona Ana Clerk's Office
Attn: Mario Jimenez
845 N. Motel Blvd, Rm 200
Las Cruces, NM 88007

Re: Marriage Licenses/Certificates, Applications and Commission Minute Binders, Byron Weston Archival Paper used for Marriage Applications, Marriage/Licenses and Commission Minutes.

The requirements to produce marriage licenses/certificates, marriage applications and the permanent hardbound are manufacturer specific.

Our company has a very significant investment in the tools, equipment and raw material along with the knowledge and know-how to manufacture and produce the referenced products.

A sole source justification purchase for these products is in the best interest of Dona Ana County since full and open competition is unavailable for this product as this time. We are unaware of any other source to make or supply the referenced products.

Sincerely,

Gail Williams

Executive Assistant

e-mail: gwilliams@electionpeople.com

office: (505) 891-6522

fax: (505) 891-6500

CINDY PADILLA

County Clerk - Recording & Filing

02/04/14

R0117352

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CLERK'S OFFICE
845 N. MOTEL BLVD
LAS CRUCES NM 88007
ATTN: Cindy C. Padilla

Ink Impressions has been the vendor for many years that has made our marriage books and all materials that go with them to include the marriage licenses and marriage certificates.

1	Marriage Record Binder #193 to include Kit	1.00	JOB	618.3000	618.30
	Kit includes:				
	Marriage Record Binder 193				
	Marriage Application - 700 (350 sheets)				
	28# Byron Weston				
	Archival paper 3 Rectangular Hole Punch and				
	Rounded Corners Blank No Printing 8 1/2 x 14				
	Marriage Certificate - 700 36# Bryon				
	Weston Archival Paper 700 Marriage				
	Certificate/licenses Numbered - Start #001-700				
	Re-Order with copy change - Marriage Application				
	VENDOR: @00001634 INK IMPRESSIONS INC DBA AUTOMATED ELECTI				

DISCOUNT: .00
 ADDL CHARGES: .00
 TOTAL TAXES: .00

618.30