REQUEST FOR SOLE SOURCE
SS 2016-560

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 Agent or, for Professional Services Agreements, the Finance Director. The foregoing requirement is regardless of whether the ***sole source request for determination*** has been signed by the Department Head.

To: Purchasing Office

From: Ken George / Electric Department
Name of Department Head — Department

Subject:
Sole Source Request for the purchase of ITRON Bridge Meters

Requested Vendor: Gorman Company

Requested Number: SS2016-560 Cost Estimate: $150,000

Sole Source purchases are defined as clearly and legitimately limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and cost effective feature requirement. The use of sole source purchases shall be limited only to those specific instances, which are totally justified to satisfy compatibility or technical performance needs.

STATEMENT OF NEED

My department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the City. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

Refer to the attached sole source justifications as prepared by our department, to the attached review of available products/services and to my completed Purchase Requisition.

Requestor		**Department Head**	
		☑ Approved ☐ Rejected	
Graymond Signature	03·30·16 Date	Signature	3-30-2016 Date

SOLE SOURCE JUSTIFICATION

1. Requisition Items or Service:

ITRON Bridge meters.

2. Prior Procurement (RFP/BID #/PO #):

3. Please describe the item and its function:

ITRON Bridge meters for conversion of meters from current AMR to AMI system. Conversion is a multi year (est 5-7 years) project with an estimated 500 meters to be replaced annually

4. This is a sole source* because:

- [ ] sole provider of a licensed or patented good or service.
- [ ] sole provider of items that are compatible with existing equipment, inventory, systems, programs or services.
- [x] sole provider of goods and services for which the City has established a standard**
- [ ] sole provider of factory-authorized warranty service
- [x] sole provider of goods or services that will meet the specialized needs of the City or perform the intended function (please detail below or in an attachment)
- [ ] the vendor/distributor is a holder of a used item that would represent good value and is advantageous to the City (please attach information on market price survey, availability, etc)

*Sole Source: only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.

**Procurements of items for which the City has established a standard by designating a brand or manufacturer or by pre-approving via a testing shall be competitively bid if there is more than one vendor of this item.

5. What necessary features does this vendor provide which are not available from other vendors? Please be specific.

The ITRON Bridge Meter provides a seamless conversion from our current AMR system to an AMI system allowing customer connects, disconnects and data retrieval from field & office.

6. What steps were taken to verify that these features are not available elsewhere?

- [ ] Other brands/manufacturers were examined (please list phone numbers and names, and explain why these were not suitable)
- [x] Other vendors were contacted (please list phone numbers and names, and explain why these were not suitable). **Per ITRON, Gorman Company is the authorized distributor for New Mexico sales.**

Purchasing Agent		**Finance Director**	
		☐ Approved	☐ Rejected
Signature	Date	Signature	Date

If this sole source relates to a procurement of general services or tangible property:

1) the signature of the City Purchasing Agent 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 City Purchasing Agent;
3) the signature of the City Finance Director on this form is the final signature required for this sole source procurement, unless procurement exceeds $15,000; and
4) the signature of the City Manager (below) is required; and
5) this sole source is granted as of the date of signature by the City Manager.

If this sole source relates to a procurement of professional services:

1) the signature of the City Purchasing Agent on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenge(s); and
2) the signature of the City Manager (below) is required; and
3) this sole source is granted as of the date of signature by the City Manager.

APPROVED:

City Manager Signature _____ Date _____