



REQUEST FOR SOLE SOURCE

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: Steve Mueller / General Services/Parks
Name of Department Head Department

Subject:
Sole Source Request for the purchase of playground components and repair parts.
Playground Components

Requested Vendor: Exerplay/Landscape Structures Inc.

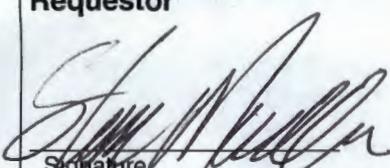
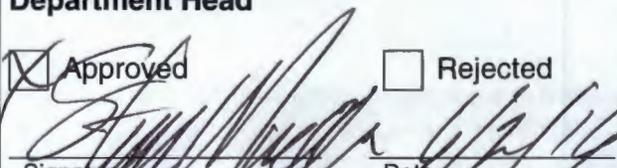
Requested Number: SS 2016-574 Cost Estimate: \$30,000 -

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.

<p>Requestor</p> <p> Signature</p> <p>6/2/2016 Date</p>	<p>Department Head</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Rejected</p> <p> Signature</p> <p>6/2/16 Date</p>
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SOLE SOURCE JUSTIFICATION

1. Requisition Items or Service:

Various components/repair parts to replace existing pieces as needed to keep playground

Equipment safe and usable for citizens.

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

3. Please describe the item and its function:

Landscape Structures Playground Equipment

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.
- sole provider of goods and services for which the City has established a standard**
- sole provider of factory-authorized warranty service
- 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.

Landscape Structures is the brand of playground equipment that currently exists in Aztec City

Parks and replacement parts/components must be purchased from LSI.



March 1, 2016

To Whom It May Concern,

Landscape Structures mission is to enhance children's lives by fostering and creating inspiring play experiences while honoring the environment. We would like to thank you for your interest in Landscape Structures Inc. products.

Exerplay, Inc. has represented Landscape Structures Inc. as our exclusive representative for Park and Playground Equipment in the state of New Mexico since November 8, 1990, the area consisting of zip codes 769, 779, portions of 780, 783-785, 788, & 790-799, in West Texas since January 2, 2001, the state of Arizona since January 2, 2005, , the state of Alaska since December 1, 2006 and the State of Hawaii since February 1, 2016.

Landscape Structures Inc. will honor any responsibilities under the warranty for products sold by our representatives, if representative fails to perform such service. Our warranty becomes null and void if non-Landscape Structures manufactured products are attached to any Landscape Structures manufactured products.

Sincerely,

LANDSCAPE STRUCTURES INC.

A handwritten signature in black ink that reads 'Timothy F. Barrett'. The signature is written in a cursive style with a large, stylized 'T' and 'B'.

Timothy Barrett
Regional Sales Manager