



**TOWN OF TAOS
SOLE SOURCE REQUEST AND DETERMINATION FORM**

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 Procurement Officer. The foregoing is a requirement under NMSA 13-1-126 – 13-1-126.1 as amended by Laws 2013, ch. 40 § 6 effective June 14, 2013.

I. Name of Entity: Town of Taos

Chief Procurement Officer: Sharon Voigt

Telephone Number: 575-751-2022

II. Name of prospective Contractor: Taos Fireman’s Association

Address of prospective Contractor: 4591 NDCBU Taos, NM 87571

Amount of prospective contract: \$40,000.00

Term of prospective contract: 1 Year

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract:

The purpose of this contract is to acquire and present a fireworks display for the Annual Taos 4th of July Fireworks Display and any other Town sponsored events requested by the Executive or the Special Events department. The fireworks display shall be setup and performed on a site approved by the Taos Fire Department Officials. The contractor shall provide an aerial fireworks display in celebration of town sponsored special i.e. 4th of July, New Year's Eve, etc. events provided by qualified, trained and approved personnel. Any fire suppression that may be needed shall be provided by the Taos Fire Department. Said services shall be in accordance with, and meet or exceed all NFPA and professional standards.

IV. Provide an explanation of the criteria developed and specified by the agency as necessary to perform and/or fulfill the contract and upon which the state agency reviewed available sources. (Do not use “technical jargon;” use plain English. Do not tailor the criteria simply to exclude other contractors if it is not rationally related to the purpose of the contract.) The

criteria outlined for this contract requires that the contractor be trained and qualified to setup and provide this type of aerial fireworks display.

- V. Provide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities of the prospective contractor that makes the prospective contractor *the one source* capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the "best" source or the "least costly" source. Those factors do not justify a "sole source.") The contractor is the only local contractor qualified to provide the Town of Taos this type of show.
- VI. Provide a detailed, sufficient explanation of how the professional service, service, construction or item(s) of tangible personal property is/are *unique and how this uniqueness is substantially related to the intended purpose of the contract*. Please see IV and V.
- VII. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract. Please see IV and V.
- VIII. Provide a narrative description of the agency's due diligence in determining the basis for the procurement, including procedures used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; reviewing telephone books and other advertisements; contacting similar service providers; and reviewing the State Purchasing Agent's vendor list. Include a list of businesses contacted (*do not state that no other businesses were contacted*), date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.

The Taos Fireman's Association has worked with the nearest located fireworks production company, based out of Phoenix, AZ, to find any and all contractors or other personnel that can perform or supply this type of show. As no one within the region is qualified to do this, the Taos Fireman's Association became qualified, to be able to offer these services to the Town of Taos.

Certified by:

Department Approval by:

Date:

5-25-16

Department Head

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

- 1) Signature of the Town Procurement Officer on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges.
- 2) Sole source is granted as of the date of signature by the Procurement Officer.

3) Signature of the Procurement Officer on this form is the final signature required for this sole source procurement.

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

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

APPROVED:

Date: _____

Town of Taos Procurement Officer