

SOLE SOURCE PROCUREMENT REQUEST

Use of a sole source as justification for procurement compliance must be approved in advance by the Purchasing Office. Sole source procurements may be used for justification of procurement in lieu of quotations, requests for proposals, or formal bids, if allowed by the City of Rio Rancho's Procurement Code and approved, in advance, by the Purchasing Office. Departments must complete this form in order to request approval for use of a sole source procurement prior to requisition entry and approval.

A SOLE SOURCE is defined as procurement where a particular supplier or person is identified as the only reasonably qualified source available. A sole source situation exists when there is only one source for the required procurement.

The requesting Department must submit along with this completed form:

- A letter from the vendor affirming that they meet the requirements set forth by City of Rio Rancho Ordinance to be considered a Sole Source contractor.
- Any additional backup documentation required to confirm compliance with the City's Procurement Code or confirm the sole source status of the requested source.

1. Requesting Department Information

- A. Requesting Department: Utilities Department
- B. Department Point of Contact: Susan Dempsey

2. Vendor Information.

- A. Name of Contractor: Serpentix Conveyor Corp
- B. Vendor Phone Number: 303-430-8427
- C. Vendor Email Address
- D. Vendor Mailing Address: 11821 Huron Street Westminister, CO 80234

3. Estimated \$ amount to be requisitioned using this justification \$40,000.00

4. List the items or services requested and provide the specific characteristics of the material or service that limit the availability to a sole source (i.e. unique capabilities, function of the item, proprietary rights, specifications, etc.). Describe in detail why only this suggested source can furnish the requirements to the exclusion of other sources, thus explaining why alternatives are unacceptable. (Please do not state the source is the "best" source or the "least costly" source. Those factors do not justify a sole source.)
Repair parts for Serpentix conveyor for the headworks at WWTP #2. These parts are only supplied by the manufacturer. This conveyor is used on a daily basis as part of the wastewater treatment process and no other parts can be used for repairs.

5. Are there any other items or services that can meet the intended purpose of this procurement?

Yes No

Explain your answer: Serpentix is the manufacture, and all parts are proprietary and patented. Serpentix does not sell through distributors.

Can the specifications used to solicit these items or services be broadened in any way in order to allow for a more competitive solicitation? Please attach any minimum performance specifications used by the Department for this procurement.

Yes No

Explain your answer: Serpentix is the manufacture, and all parts are proprietary and patented. Serpentix does not sell through distributors.

6. If the sole source situation is caused by a specific vendor having sole license to sell a particular brand of product or perform service on a particular brand of equipment, will an alternative brand or service provider serve to fulfill the City's requirements?

Yes No

Explain your answer and provide backup documentation to support your claim: Serpentix is the manufacture, and all parts are proprietary and patented. Serpentix does not sell through distributors.

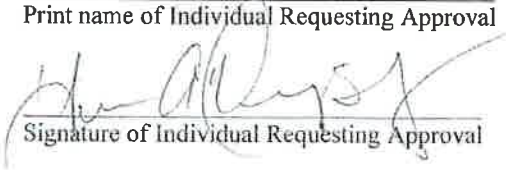
7. Explain if the purchase will obligate the city to a particular contractor for future purchases and provide a four (4) year plan from the department stating the steps being taken to resolve the need for a Sole Source Procurement. At this time there is no plan to remove the need for this sole source.

8. Department certification:

I affirm that I have completed a good faith review of available sources and have determined that the requested source is the only reasonably qualified source available for the required to perform the contract.

Susan A Dempsey

Print name of Individual Requesting Approval



Signature of Individual Requesting Approval

4/18/2023

Date



Print name of Director or Supervisor



Signature of Director or Supervisor

Date

4/18/2023



SERPENTIX CONVEYOR CORP.

11821 Huron Street | Westminster, CO 80234-3423 – USA

Office: 303.430.8427 (Mon - Fri; 8am - 5pm Mountain) | serpentix.com | conveyors@serpentix.com

Wednesday, April 12, 2023

City of Rio Rancho
Wastewater Treatment Plant 1
4300 Sara Road
Rio Rancho, NM 87124

Attention: Mike Ginan
mginan@rrnm.gov

Reference: Serpentix Conveyor Corporation
Proprietary Components
Customer Id No.: **P2-99-0764**
Serpentix Job Name: **Rio Rancho, NM II**

Dear Mr. Ginan:

Serpentix components used in our designs are proprietary and are patented. We are the sole supplier of all Serpentix OEM components. Serpentix is the only manufacturer offering modular belt pans with molded convolutions that flatten at each end of the conveyor to allow full belt scraping.

Serpentix does not sell through distributors. This process is designed to protect the customer from paying a higher price through resellers.

If you have any questions, please give me a call. Thank you.

Sincerely,

Robert D. Nusz
President / Sales Director

United States Patent Numbers: 4,205,745; 4,144,965; 4,438,842; 4,927,006; 5,692,435; 5,931,280; 6,761,265
and other Patents Pending

