



# City of Rio Rancho

## Sole Source/Emergency Procurement Request

**Requestor Name:** Gabe Salgado

**Date:** 2/2/26

**Department/Division:** Police Department

**Cost Estimate:** \$55,624.69

**Vendor Name:** AllTerra

**Are Federal Funds Being Used?** No

**Description of commodities or services requested:** Crime Scene Scanner with internal calibration capabilities

### EMERGENCY PROCUREMENT

**Emergency Procurement**– a condition that creates an immediate and serious need that cannot be met through normal procurement methods which seriously threatens the functioning of government; the preservation or protection of property; or the health or safety of any person. The Procurement Officer (City Manager or designee) may authorize the emergency procurement; provided that the emergency procurement shall be made with competition, as practicable under the circumstance.

*If the emergency requires immediate action, the work can begin after the Procurement Officer approves the emergency procurement; but it is highly recommended that the Purchasing Manager is notified immediately to ensure all requirements are met.*

If grant funds are being utilized, please contact the Purchasing Manager **immediately** to ensure all grant requirements are met.

Emergency Procurements shall be posted on the City’s website for a period of 30 days from the date of the Procurement Officer’s approval.

#### Justification:

1. Provide the basis for the selection of this vendor and why is the offered price considered reasonable.

[Redacted]

2. Detail any considerations, which make the use of an “emergency procurement” critical to the city. Explain the emergency and what caused the situation to exist.

[Redacted]

3. Explain the financial or operational impact that will occur if this purchase is not made immediately.

[Redacted]



4. State the reason(s) why the need for an emergency procurement was not, or could not be anticipated, so the commodities or services could not have been procured through the normal processes.

[Redacted]

5. Is this emergency procurement considered construction or repairs and exceeds \$25,000 without GRT? No [Redacted] **If yes, Performance and Payment Bonds are required.**
6. Is this emergency procurement considered construction or repairs and exceeds \$60,000 without GRT? No [Redacted] If yes, a wage decision will be required. ***Certified Payrolls and invoices will need to be sent to Purchasing prior to receipting.***

**SOLE SOURCE REQUEST**

■ **Sole Source** – After conducting a good faith review, it is determined that there is only one reasonably qualified source for the required procurement. Sole Source procurements shall be posted on the City’s website for a period of 30 days from the date of approval. ***A requisition shall NOT be entered until after the 30-day period has expired.***

**Justification:**

Brand name preferences, aesthetic design specifications, or price, are not sufficient justification for sole source procurements.

1. Provide the basis for the selection of this vendor and why is the offered price considered reasonable.

Vendor is the only authorized vendor to distribute a Trimble crime scene scanner. The Trimble scanner is the only device available that incorporates technology that calibrates itself internally with no additional charges. Initial price paid is a one time expenditure and there is no operational down time.

2. Detail any considerations, which make the use of a “sole source” critical to the city.

Self-calibration in the field means that every crime scene scan will be certified accurate which is crucial to high-profile incidents. Additionally, our current crime scene scanner must be sent back to the manufacturer yearly for 6-8 weeks to be re calibrated at a yearly cost of approximately \$3,600.

3. How was it determined that this commodity or service can only be provided by one source?

The provision of a signed letter from both the vendor and the manufacturer itself. Online research did not reveal any other products with the ability to self-calibrate in the field.

4. What method(s) were used to determine that a lack of responsible competition exists for this service or commodity?

Asked direct vendors, such as FARO, if they had field self-calibration capabilities and none did. Online research did not reveal this ability with other vendors either.



5. Are there any patent, copyright, or proprietary rights which make the required service or commodity unavailable for other sources? If so, will this apply to any Exemptions in the City's procurement code?

N/A

**APPROVALS**

Department Director or Designee: **GABRIEL SALGADO** Digitally signed by GABRIEL SALGADO  
Date: 2026.02.03 08:50:14 -0700' Date: **02/03/2026**

***Emergency Procurement Approved By: (Not required for Sole Source requests)***

City Manager or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS SECTION RESERVED FOR CENTRAL PURCHASING DIVISION**

Approved by:

Purchasing Manager/Designee: **Danetta Chavez** Digitally signed by Danetta Chavez  
Date: 2026.02.13 16:21:53 -0700' Date: **2/13/2026**

