

June 10, 2020

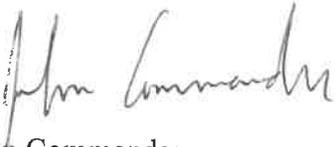
Subject: Letter of Determination

Ref: Sole Source Purchase – Ruidoso Valley Chamber of Commerce

To: VOR Website, NM Sunshine Portal, Purchasing File

The Village of Ruidoso is providing this Letter of Determination with the intent to procure via Sole Source with the Ruidoso Valley Chamber of Commerce.

The Village of Ruidoso solicited bids in 2010 and 2014 for the Operation of the Ruidoso Visitors Center and the Billy the Kid Visitors Center. Both times there was only one (1) offer received, which was from the Ruidoso Valley Chamber of Commerce. There are no other known entities in the area that can provide this service.



John Commander
Purchasing Agent, CPO

VILLAGE OF RUIDOSO

SOLE SOURCE CERTIFICATION

A sole source purchase is permissible when there is only one vendor in the overall geographical region that can provide an item or service. (§13-1-126 NMSA 1978, 1997 Repl.) **The Department Director, Purchasing Agent or representative shall certify that a good faith effort has been made to contact other vendors in the general overall geographical region that the sole source has been located, and that the item or service is the only source found to be available in the region.** The Village Manager or Deputy Village Manager must give final approval for sole source purchases.

The Purchasing Agent shall certify that every effort has been made to determine if there is a Federal Purchasing or State contract for the item or services requested and that negotiations, as appropriate, have been conducted with the sole source vendor to determine that it is the best obtainable price.

If there is a GSA or State Contract for the item or service, a Sole Source Certification is not required. If another vendor has the item or service needed and has been contacted, a Sole Source Certification is not permissible.

For clarification of these Sole Source issues please refer to Procurement Procedures or contact your Purchasing Department.

Full Description of item or service:

Operation of the Ruidoso Visitors Center and the Billy the Kid Visitors Center.

Additional Justification Information:

In the last two (2) solicitations (April 2010 and July 2014), there was one offeror, The Ruidoso Valley Chamber of Commerce. The Chamber has operated the Visitors Center for the last ten (10) years and the Billy the Kid Visitors Center was added six (6) years ago. The Chamber is responsible for all expenditures at the Ruidoso Visitor Center and only the operations at the Billy the Kid Visitors Center. Attached is a cost proposal for each center.

Name/Contact Person of Sole Source Vendor: Becky Brooks / Ruidoso Valley Chamber of Commerce

Address/Telephone# of Sole Source Vendor: 720 Sudderth Drive, Ruidoso, NM 88345 / 575-257-7395

Price of Sole Source Items or Services: Not to Exceed \$160,000 for fiscal year 2021

Terms of Contract: Expires June 30, 2021

CERTIFICATION BY DEPARTMENT:

I hereby certify that a good faith effort has been made to contact other vendors in the general overall Geographical region in which the sole source has been located, and that there is only one source for The required service or item of tangible personal property.

Department Head: 

Date: 6/10/2020

CERTIFICATION OF PURCHASING AGENT:

I hereby certify that there is not a GSA or State Contract for the item or service requested and that negotiations, as appropriate, have been conducted with the sole source vendor to determine this is the best price obtainable.

Purchasing Agent: 

Date: 6/10/2020

Management Approval

Village Manager/Deputy Manager: 

Date: 6/10/2020

Visitor's Information Centers Budgeting Notes

Due to Covid-19, the Visitor's Information Centers have will have been closed for 2 months. We told the Village we would not invoice for the 19-20 Budgeted funds for the time the VICs were unable to be open. As of today, we still are not sure when the Governor will allow VICs to re-open nor are we clear on what the guidelines for VICs will be. We do know that in an on-line meeting with Secretary Jen Schroer and the Tourism Department there was some concern and discussion as to how the Centers will be asked to operate.

On the 19-20 Actual budget items, certain costs like Payroll has been reduced however on the Projected 20-21 budget, I have increased Payroll and Cleaning back to a full year of operations I am hopeful that the Centers can re-open by July.

We invoice quarterly after the Contractual Agreement has been honored by the Chamber of Commerce. Therefore the last quarter of fiscal 19-20 we will only invoice if we are able to re-open by June. The invoice amount would be \$12,456 and not the full quarter's invoice which is \$37,350. If we are unable to operate the Centers at all for the 4th quarter, we will not invoice at all.

The Chamber has been fiscally responsible and prudent with the Lodger's Tax funds that we receive to operate the Centers and stated early on that we are also proud to do our part to financially assist with the burden this Virus has created for our Lodger's Tax funding. We are proud of the way the Village of Ruidoso has handled this crisis and are honored to have worked with Lodger's Tax, Team Tourism, Tim Dodge and his staff and Mayor Crawford during this most unprecedented time.

Budget for Billy The Kid Visitor Center

	19-20 Actual	19-20 Budget	20-21 Projected
Personnel	20,000	35,000	35,000
Administration	5,800	5,800	5,800
Bldg Maintenance	4,000	5,500	4,000
Equipment Lease	350	350	350
Office & Janitorial	700	1,500	1,500
Telephones	1800	1,800	1,800
Utilities	4,000	4,000	4,000
Total	51,650	53,950	52,450

Visitor Center located at the Chamber Building

	19-20 Actual	19-20 Budget	20-21 Projected
Personnel	40,000	60,000	60,000
Administration	12,600	10,600	12,600
CPA	1,200	1,200	1,200
Building Maintenance	3,500	3,500	3,500
Equipment Lease	4,000	4,000	4,000
Insurance	5,400	5,400	5,400
Office & Janitorial	5,000	3,000	5,000
Printing	4,000	3,000	2,500
Telephones	3,200	2,700	3,200
Utilities	3,800	3,800	3,800
Advertising & Promotions	1,000	1,000	1,000
Total	83,700	98,200	102,200
Addendum for Scope of Work Item 1.7			3,000
(Informing VOR merchants of available training)			
Addendum for Postage	2,000	6,000	2,000
Total Budget & Addendum	85,700	104,200	107,200