

May 28, 2020

Subject: Letter of Determination
Ref: Sole Source Purchase – Humane Society of Lincoln County
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 Humane Society of Lincoln County.

The Humane Society is the only entity capable of providing shelter and care for animals handled by the VOR Animal Control Department and able to provide services to the general public. There are no other sources in the area for these services.



John Commander
Purchasing Agent, CPO

May 28, 2020

DECLARATION OF INTENT TO PROCURE VIE SOLE SOURCE

The Village of Ruidoso, New Mexico, hereby declares and notifies of its intent to procure the following via sole source procurement.

Posting Date: May 28, 2020

Product/Service: The Annual Funding of the Lincoln County Humane Society.

Description: To ensure the Lincoln County Humane Society is monetarily capable of maintaining the safe operations of the animal shelter.

Vendor: Humane Society of Lincoln County
2608 U.S. Highway 70
Box 2832
Ruidoso, NM, 88355

Amount/term: \$70,000 Annually

Justification: The Humane Society of Lincoln County provides the only animal shelter in the area capable of providing services to assist with the Village of Ruidoso Animal Control.

Contact: John Commander, Village of Ruidoso Purchasing Agent
575-258-4343 Ext. 1082; johncommander@ruidoso-nm.gov

Any party wishing to protest the award of this sole source procurement shall submit such in writing to the contact above within fifteen (15) calendar days of this posting, or no later than June 12, 2020.

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:

Annual funding to cover operational costs of the Humane Society

Additional Justification Information:

This funding is to ensure the monetary operational needs are met to provide safe operations of the animal shelter, Humane Society of Lincoln County

Name/Contact Person of Sole Source Vendor:

Allison Stephens

Address/Telephone# of Sole Source Vendor:

575-257-9841

Humane Society of Lincoln County

2608 U.S. Highway 70

PO Box 2832

Ruidoso, NM 88355

Price of Sole Source Items or Services: \$70,000/Annually

CERTIFICATION BY DEPARTMENT:

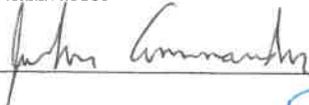
I hereby certify that a good faith effort has been made to contact other vendors in the general overall Geographical region in which the sole source has been located, and that there is only one source for The required service or item of tangible personal property.

Department Head: 

Date: 5-20-2020

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: 5-27-2020

Management Approval

Village Manager/Deputy Manager: 

Date: 5/27/20