

Proposed Sole Source Purchase Form

For all proposed sole source requirements equal to or greater than \$20,000.00, the Requester is to complete this form to support the sole source nature of the requirement and submit to the Purchasing Department with the requisition.

Additionally, pursuant to New Mexico Procurement Law, the ENMU-Roswell Purchasing Department is required to post all proposed sole source requirements greater than the Formal Bid Limit on the ENMU-Roswell Sunshine Portal for 30 days prior to purchase of goods or services (additional pages may be attached, if necessary).

1. GENERAL INFORMATION.

Date of request: June 2, 2017

Name of Requester: Chad Smith **Title:** Assistant Vice President

Department: Technical Education

Contact Information (phone/email): 575-624-7336 chad.smith@roswell.enmu.edu

Proposed Vendor: AmeriPride Linen & Uniform Services

Estimated Dollar Amount: 5-year contract, \$23,814.70

Description of goods/services to be acquired: Wet and dry mops, floor mats, shop rags and uniforms

Reason for Purchase: Services required for the students and faculty in order to maintain the Automotive and Aviation programs.

2. BASIS FOR SOLE SOURCE PURCHASE (Choose applicable box(es) and provide additional information).

A. Proprietary item, technology, service, only available from the proposed vendor (describe proprietary component).

There are no other vendors in the Roswell area that provide this service.

B. Compatibility requirement with existing item, technology, service (describe proprietary component).

N/A

C. Renewal of support/maintenance/subscription of software, technology or other intellectual property (provide description)

N/A

D. Other basis for Sole Source (provide description).

AmeriPride is diligent in performing the services required for Automotive and Aviation. They invoice and send statements on a regular basis and will notify the instructors and/or administrative assistant with any questions or concerns. AmeriPride is a very reliable company.

3. SUPPLEMENTAL DETAILS (Provide additional information as requested below)

A. Describe in detail the unique capabilities of the proposed vendor's goods/services and/or personnel performing the work and why this constitutes the only source. Focus on what is unique about the goods/services and why no other vendor could meet your needs.

We have been unable to find another vendor in our region. Ameripride appears to be a good value service provider and works well with our current staff.

B. Describe the due diligence made to locate other possible sources including communications with other universities, communications with similar providers, web searches, yellow page searches, review of advertisements and trade publications, etc.

ENMU-Roswell Administration conducted a web search as well as a yellow pages search and no other sources for this type of service were found.

C. List the other vendors who were contacted. Describe the specs/qualifications/criteria that the other vendors were unable to satisfy.

ENMU-R contacted Juliette at American Linen & Uniform Supply store in Las Cruces, NM. They do not service the Roswell area. The furthest town they service is Ruidoso.



Requester Signature

6/2/17

Date