

## 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:** 11/4/2020

**Name of Requester:** Tony Major  
Affairs

**Title:** Vice President of Business

**Department:** VPBA

**Contact Information (phone/email):** (575) 624-7311 / [tony.major@roswell.enmu.edu](mailto:tony.major@roswell.enmu.edu)

**Proposed Vendor:** Krumland and Cattle Co LLC

**Estimated Dollar Amount:** \$60,000 plus utilities

**Term of Contract:** 18 Months

**Description of goods/services to be acquired:** ENMU-Roswell requires a temporary space to hold automotive classes due to the renovation of the automotive building that is set to take place February 1, 2021. This renovation will displace the auto program for an anticipated 18-month period. ENMU-R needs a temporary space that can accommodate the needs of the auto program and will allow the instructor to continue teaching currently enrolled students.

**Reason for Purchase:** Current building in which our auto program is taught is being renovated.

### 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 propriety component).

Must have 4 working Automotive lifts that are capable of lifting full size vehicles 6ft in the air

Must have 6 vehicle working bay spaces for vehicles

Must have plumbing for air compressor and air drops

Must have lighting and electricity in all areas

Must have space available for classroom

Must have a space available for office  
Must have 220 V supply for various automotive equipment  
Must have parking space available to house 20 vehicles  
Must have heating and air conditioning  
Must have running water  
Must have a pad available for disposal of hazardous waste  
Must have a restroom with sink and toilet

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

The space available from Krumland and Cattle Co LLC contains everything outlined above.

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

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

### **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. The proposed vendor is the only vendor ENMU-R was able to find that has a functioning shop with functioning equipment. The space available from the proposed vendor meets the space requirements needed for the class. The parking available at this space is sufficient for the number of students in the auto program. The location is located at a central location in town, which should not put much of a burden on students who may need to attend other classes on campus. There is a space at the location that can be used as a classroom. This location gives our instructor an environment that is not much different than what he already teaches in, which will allow him to teach a quality course without having to make sacrifices on what he is able to teach his students in an off-campus location.

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-R looked at multiple locations as possibilities for housing the auto class. The first location that we toured was the Millennium Building. This building was large enough to accommodate the auto class and is very close to campus. However, in speaking to the realtor, the owner was not willing to guarantee use of the building for 18 months. ENMU-R must be able to use the building for the full 18-month duration. If ENMU-R were to be kicked out of the location that would severely affect our instructor's ability to provide instruction to paying students. We also toured Nature's Dairy and Building 100 at the airport. Neither of these buildings were large enough. Neither

building had adequate access for bringing in vehicles to work on. The last building we toured was Christmas by Krebs. The warehouse was large enough to accommodate the auto class. However, many renovations would have been needed in order to accommodate the auto class. ENMU-R does not feel that it is the best use of taxpayer dollars to renovate a space that does not belong to ENMU-R.

C. List the other vendors who were contacted. Describe the specs/qualifications/criteria that the other vendors were unable to satisfy. We asked the realtor for a tour of the old Coca Cola building. However, the realtor stated that building was no longer an option. Contacted Richland Auto and was informed by owner Travis Hicks that they did not have any available spaces that would fit our needs.



Requester Signature

10/27/2020

Date