

A sole source **determination** is not effective until the **sole source request for determination** has been posted for thirty (30) calendar days without challenge, and subsequently approved in writing by the MRCOG Chief Procurement Officer.

I. Name of Agency: Mid-Region Council of Government

Agency Chief Procurement Officer: Kim Monjaras

Telephone Number: 505-247-1750

II. Name of prospective Contractor: *DAIKIN*

Address of prospective Contractor: *2201 San Pedro Dr. NE, 505-883-0482*

Amount of prospective contract: *5000.00, Annual Preventive Maintenance and Repairs*

Term of prospective contract: *5 years*

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract:

a. *Maintain and repair the chiller and all components related to the operation of the cooling system*

IV. Provide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities of the prospective contractor that makes the prospective contractor **the one source** capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the "best" source or the "least costly" source. Those factors do not justify a "sole source.")

a. *Daikin is the only authorized FACTORY TRAINED TECHICIANS to maintain and repair their chiller systems.*

V. Provide a detailed, sufficient explanation of how the professional service, service, construction or item(s) of tangible personal property is/are **unique and how this uniqueness is substantially related to the intended purpose of the contract.**

a. *The DAIKIN FACTORY TRAINED TECHICIANS are trained to work on their own systems. Another representative would have to contact DAIKIN for any instruction on repairs or parts.*

VI. Explain why other similar professional services, services, construction or item(s) of tangible personal property **cannot** meet the intended purpose of the contract.

a. *Other similar professional service would not be able to receive instructions for repairs or purchase parts because they are authorized by DAIKIN.*

VII. Provide a narrative description of the agency's due diligence in determining the basis for the procurement, including procedures used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; reviewing telephone books and other advertisements; contacting similar service providers; and reviewing the State Purchasing Agent's vendor list. Include a list of businesses contacted (**do not state that no other businesses were contacted**), date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.

a. See Sole source Letter.

Certified by:

Date: 2/11/21

Kim Monagas  
Chief Procurement Officer

Agency Approval by:

Date: 2-11-21

Dewey V. Cave  
Executive Director, Dewey V. Cave