



STATE OF NEW MEXICO SOLE SOURCE REQUEST AND DETERMINATION FORM

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 State Purchasing Agent or, for Professional Services Agreements, the Secretary of the Department of Finance and Administration. The foregoing requirement is regardless of whether the *sole source request for determination* has been signed by the Agency and/or the Contractor.

I. Name of Agency: Lower Rio Grande Public Water Works Authority

Agency Chief Procurement Officer: Kathi Jackson

Telephone Number: (575)233-5742

II. Name of prospective Contractor: Pure Ops

Address of prospective Contractor: 748 West Palms Las Cruces, NM 88007

Amount of prospective contract: approximately \$100,000 per year

Term of prospective contract: 2 years

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

Master Meter meters of various sizes from ¾" to 8"

IV. Provide an explanation of the criteria developed and specified by the agency as necessary to perform and/or fulfill the contract and upon which the state agency reviewed available sources. (Do not use "technical jargon;" use plain English. Do not tailor the criteria simply to exclude other contractors if it is not rationally related to the purpose of the contract.)

The Authority did a project in 2012 to replace all manual read water meters with radio read water meters. Master Meter was the product selected at that time. In order to maintain uniformity throughout the system the Authority has continued to purchase Master Meters. Changing to another brand of meter at this point would require the Authority to purchase additional meter reading equipment and software. An additional interface with our Utility Billing software would also be needed and is quite costly. Radio read meters have a life span of 8 to 10 years. The meters purchased and installed in 2012 are nearing the end of their useful life and will need to be replaced

soon. The Authority has determined that it will need to replace at least 500 meters each year over the next 10 years to keep the system functioning.

- V. 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.”)

The Authority already uses this brand of meter and it would be too costly to change to another brand of meters. Each brand of meter requires a different software and interface to function. The least costly alternative is to continue to use Master Meter. Pure Ops is the only authorized vendor for Master Meter in the state of NM.

- VI. 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.*

Each brand of radio read meter requires different software and meter reading equipment as well as a unique interface with our Utility Billing Software. Using another brand of meters would require additional expense to purchase the necessary hardware, software and interface.

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

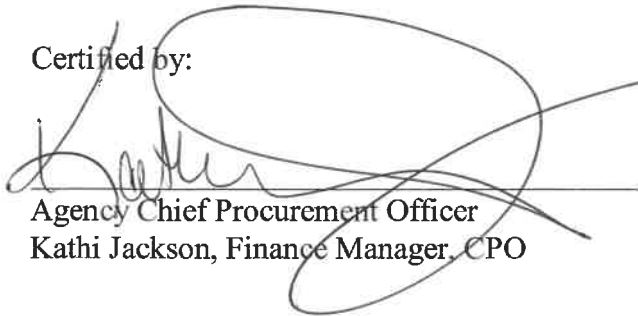
As stated in VI above each brand of meter requires unique hardware, software and interfaces.

- VIII. 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.

The Authority has checked the State Procurement contracts and vendors and was unable to find any other resource that sells Master Meter. We have also gotten quotes for purchasing a different brand of meter and the software, interface and equipment needed to operate it. Changing meter brands would also cause us to incur extra labor cost to have the meters routes read by each brand of meter software.

Certified by:

Date: 3/19/19



Agency Chief Procurement Officer
Kathi Jackson, Finance Manager, CPO

Agency Approval by:

Date: _____

Cabinet Secretary/Agency or Entity Head or Designee

APPROVED:

Date: _____

State Purchasing Agent

If this sole source relates to a procurement of general services:

- 1) the signature of the State Purchasing Agent on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
- 2) the sole source is granted as of the date of signature by the State Purchasing Agent; and
- 3) the signature of the State Purchasing Agent on this form is the final signature required for this sole source procurement.

If this sole source relates to a procurement of professional services:

- 1) the email from State Purchasing or the printout from the SPD database certifies the sole source has been posted for thirty (30) calendar days and has received no challenge(s); and
- 2) the signature of the Cabinet Secretary of the Department of Finance and Administration (below) is required; and
- 3) this sole source is granted as of the date of signature by the Cabinet Secretary of the Department of Finance and Administration.

APPROVED:

Date: _____

Cabinet Secretary Department of Finance and Administration

If this sole source is being submitted by a governmental agency or governmental entity not under the final authority of the State Purchasing Agent or the Department of Finance and Administration, neither the State Purchasing Agent's nor the Department of Finance and Administration Secretary's signature are required. Those signature lines may be removed from this form or marked as N/A.



101 Regency Parkway
Mansfield, Texas 76063
PH# 800-765-6518
817-842-8000
FAX# 817-842-8100

March 8, 2019

To Whom It May Concern:

On behalf of our local distributor, PureOps and Master Meter, Inc. we appreciate the opportunity to serve your metering needs.

Please let this confirm that PureOps is the only authorized waterworks utility distributor for Master Meter in New Mexico with the exception of Lea, Roosevelt and Curry counties. This includes Master Meter's entire product line including but not limited to all sizes and types of water meters, AMR/AMI meter reading system, components and accessories.

If you should have any questions or require additional information, please don't hesitate to contact me at 800-765-6518.

Respectfully,

A handwritten signature in cursive script that reads 'Neal Farmer'.

Neal Farmer
Regional Vice President of Sales

cc: Dave Conaway, RSM, Master Meter, Inc.
Mario Gonzales, Owner, PureOps

