



**E.M.W. GAS ASSOCIATION**

PO Box 118 - 416 5<sup>th</sup> Street  
Estancia, New Mexico 87016-0118

**www.emwgas.com**

*Phone (505) 384-2369*

*Fax (505) 384-2234*

**Sole Source Request and Determination Form**

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

The foregoing is a requirement under NMSA 13-1-126 – 13-1-126.1 as amended by Laws 2013, Chapter 40 § 6 effective June 14, 2013.

**I. Central Procurement Office**

EMW Gas Association  
POB 118, Estancia, NM 87016  
Chief Procurement Officer: Kay Brown, CPO  
Telephone Number: 505-384-2369  
Email Address: [kay@emwgas.org](mailto:kay@emwgas.org)

**II. Prospective Contract/Contractor**

Mountain States Pipe Supply  
111 W. Las Vegas Street  
Colorado Springs, CO 80903

Prospective Contract Amount: \$12,532.00  
Term of Prospective Contract: April 15 – 30, 2017.

**III. Product Specifications**

**60 AC-250 1” Meters 20LT Conn 2’PT Index & ERT installed with installation small parts included**

**IV. Procurement Criteria:**

MSPS is the only factory-authorized distributor for American Meter and Itron Electronic Read Transmitters in New Mexico. These products are highly technical and a critical safety component of the distribution of Natural Gas to over 5000 customers in the EMW Gas Association Service Area. The manufacturers’ websites, ([www.elster-AmericanMeter.com](http://www.elster-AmericanMeter.com) and [www.Itron.com](http://www.Itron.com)) were accessed to provide distributor authorization on 3/26/2018.

- V. **Sole Source Justification:**  
Both manufacturers referred to MSPS as the only authorized distributor of these products for the state of New Mexico.
- VI. **Unique properties of Service/Items of Personal Property Sought:**  
The unique character of this particular integration of meters and ERTs with the existing system and particular safety concerns connected with the high risk of vendor failure in performing this essential service make this procurement particularly unique.
- VII. **Similar Professional Services/Items of Personal Property Disqualifying Factors:**  
Because the manufacturer has not authorized another provider, no alternatives exist.
- VIII. **Entity Due Diligence for Determination Basis:**  
Websites for both product lines were accessed on 3/26/2018.

Certified by:

  
\_\_\_\_\_  
Ronnie Reynolds, General Manager

3/26/18  
\_\_\_\_\_  
Date

Challenges:

<u>Vendor Name</u>	<u>Date Challenge Received</u>
_____	_____
_____	_____
_____	_____
_____	_____

- 1.) *Signature of EMW Gas Association's Chief Procurement Officer (CPO) certifies the sole source has been posted for thirty (30) calendar days and has received no challenges.*
- 2.) *Signature of the CPO Sole source is granted as of the date of the signature by the Procurement Officer.*
- 3.) *Signature of the Procurement Officer on this form is required and is the final signature required for this sole source procurement to proceed.*

Approved:

\_\_\_\_\_  
Kay Brown, Chief Procurement Officer

\_\_\_\_\_  
Date