

313 Cree Meadows Dr. Ruidoso, NM 88345 575-258-4343 purchasing@ruidoso-nm.gov

VILLAGE OF RUIDOSO SOLE SOURCE CERTIFICATION

A sole source purchase is permissible when there is only one vendor in the overall geographical region that can provide an item or service. (§13-1-126 NMSA 1978, 1997 Repl.) The Department Director, Purchasing Agent or representative shall certify that a good faith effort has been made to contact other vendors in the general overall geographical region that the sole source has been located, and that the item or service is the only source found to be available in the region. The Village Manager or Deputy Village Manager must give final approval for sole source purchases.

The Purchasing Agent shall certify that every effort has been made to determine if there is a Federal Purchasing or State contract for the item or services requested and that negotiations, as appropriate, have been conducted with the sole source vendor to determine that it is the best obtainable price.

Full Description of item or service:

Additional Justification Information:

Sole Source Vendor:

Name/Contact Person of Sole Source Vendor:

Address/Telephone# of Sole Source Vendor:

Street Address City, State and Zip Code Phone#

Term of Contract:

Price of Sole Source Items or Services: \$

Justification:

CERTIFICATION BY DEPARTMENT:

I hereby certify that a good faith effort has been made to contact other vendors in the general overall Geographical region in which the sole source has been located, and that there is only one source for the required service or item of tangible personal property.

Department Head: _____

Date: _____

CERTIFICATION OF PURCHASING AGENT:

I hereby certify that there is not a GSA or State Contract for the item or service requested and that negotiations, as appropriate, have been conducted with the sole source vendor to determine this is the best price obtainable.

Purchasing Agent:	Date:
Management Approval Village Manager/Deputy Manager:	Date: