



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: **City of Las Vegas Senior Center**

Agency Chief Procurement Officer: **Helen Vigil**
Telephone Number: **505-454-1401**

Agency Contact for this request: **Wanda Salazar**
Telephone Number & Email Address: **505-425-9139/wsalazar@lasvegasnm.gov**

II. Name of prospective Contractor: **Comcast Business**

SHARE Vendor Number (must be active):

Address of prospective Contractor: **2530 Hotsprings Blvd, Las Vegas, NM 87701**

Contact Name, Telephone Number and Email Address: **Jared Roybal, 505-217-5028, jared_roybal@comcast.com**

Amount of prospective contract before tax: **Initial \$100 charge. \$77.75 monthly.**

Estimated tax amount (tax is subject to change): **\$6.53**

Term of prospective contract: **1 Year Contract**

Note: For terms longer than one year, Request for Policy Exemption from DFA MUST be included.

III. Agency is required to state purpose/need of purchase and thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract (if this is an amendment request to an existing contract, include current contract number issued by SPD): **The request is to purchase cable services from Comcast for the Senior Center Program in Las Vegas NM.**

IV. Provide a detailed 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.) **Comcast Business is the only vendor that provides cable in Las Vegas NM. The service the Senior Center needs is basic cable that shows the local channels to include Channels 4, 7, and 13.**

- 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.”) **Comcast Business is the only vendor providing cable services in Las Vegas 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.*** **Comcast Business is the only vendor that provides cable services in Las Vegas NM. Seniors need television services at the Senior Center.**

Explain why other similar professional services, services, construction or item(s) of tangible personal property ***cannot*** meet the intended purpose of the contract. **Other similar service providers are Plateau and Desertgate, but they only do WIFI services. They do not provide local cable services.**

- 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;; contacting similar service providers; and reviewing the State Purchasing Divisions’ Statewide Price Agreements. 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 Las Vegas Senior Center has had cable/television services, at no cost, for years. About 4 months ago, Comcast Business decided to upgrade their network causing the Senior Center program to be disconnected. Since then, the seniors have been without their TV. This is problematic. Many regulars are no longer attending because they do not have TV. Discussions have been ongoing about the options of the Senior Center to get TV services. The only option to get cable for the seniors is to get services with Comcast Business at a monthly fee because Comcast Business is the only vendor that provides cable services in Las Vegas, NM. Please help us to re install this service.

Certified by:

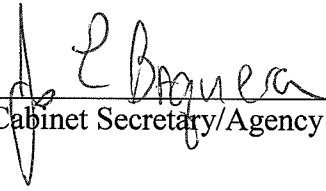


Agency Chief Procurement Officer

Date:

1/31/2022

Agency Approval by:



Cabinet Secretary/Agency or Entity Head or Designee

Date:

1-31-22

APPROVED:

Date:

State Purchasing Agent

If this sole source is being submitted by a governmental agency or governmental entity not under the final authority of the State Purchasing Agent, the State Purchasing Agent's signature is not required. The signature line may be removed from this form or marked as N/A. Hard Copy Documentation for Courtesy Postings do not need to be submitted to SPD for approval.



COMCAST BUSINESS SERVICE ORDER

Company Name: Las Vegas Senior Center **Order #** 30693476

Service Location: _____ **Billing Location:** _____

Address 1 500 SABINO ST Address 1 500 SABINO ST

Address 2 _____ Address 2 _____

City LAS VEGAS City LAS VEGAS

State NM State NM

Zip 87701 Zip 87701

Primary Contact Name Wanda Salazar Billing Contact Name Wanda Salazar

Primary Contact Phone (505) 425-9139 Billing Contact Phone (505) 425-9139

Primary Contact Email wsalazar@lasvegasnm.gov Billing Contact Email wsalazar@lasvegasnm.gov

Service Term 36 Months Tax Exempt Yes

| Service(s) | Qty | Monthly Service Charge ¹ | Non-Recurring Charge ² |
|---|-----|-------------------------------------|-----------------------------------|
| Business Video | | | |
| TV Basic | 1 | \$ 37.95 | |
| Equipment - TV Box + Remote (STB) | 4 | \$ 39.80 | |
| Additional Fees | | | |
| Standard Installation Fee / Change of Service Fee | 1 | | \$ 99.95 |
| Total Charge for Service Order | | \$ 77.75 | \$ 99.95 |

¹ Charges identified in the Service Order Agreement are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, fees, surcharges and recoupments (however designated).

² Non-Recurring Charges in the Service Order Agreement reflect activation and installation fees for this order. This excludes any custom installation fees.

| |
|-------------------------------------|
| General Special Instructions |
| |

AGREEMENT

1. This Comcast Business Service Order Agreement ("Agreement") sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to the above-named customer

COMCAST BUSINESS

COMCAST BUSINESS SERVICE ORDER

Company Name: Las Vegas Senior Center Order # 30693476

BUSINESS VIDEO CONFIGURATION DETAILS

| Outlet Details | Location | Outlet Type |
|-----------------------|------------|-----------------------|
| Outlet 1 - Primary | Outlet - 1 | TV Box + Remote (STB) |
| Outlet 2 - Additional | Outlet - 2 | TV Box + Remote (STB) |
| Outlet 3 - Additional | Outlet - 3 | TV Box + Remote (STB) |
| Outlet 4 - Additional | Outlet - 4 | TV Box + Remote (STB) |
| | | |
| | | |
| | | |
| | | |

Service Location Occupancy*

* Occupancy required for public view

Additional Comments

| OUTLETS 9 & UP | QUANTITY |
|-----------------|----------|
| TV Box + Remote | 0 |