



CITY OF FARMINGTON

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SOLE SOURCE PROCUREMENT FOR New Mexico Municipal League NOTICE OF INTENT Dated: July 3, 2013

The City of Farmington, New Mexico has determined that only one vendor can provide the following unique services:

The New Mexico Municipal League is a nonprofit, nonpartisan association representing and serving New Mexico. Principal Services include:

Inquiry Service

Each year the League answers more than 4,000 inquiries from municipal and other government officials, academics, news media, civic and professional groups. Besides using its legal and other professional staff, the League maintains an impressive array of authoritative references, searches the Supreme Court Law Library and State, Library Federal Depository. The League's website, www.nmml.org, provides a calendar of events, many articles and links of municipal interest.

Legislation/Regulations

Throughout the year, the League works with state Legislators and the Executive Branch to develop policies, laws and regulations that facilitate operating municipal government. The League supports and opposes many bills each session and monitors and reports on dozens more. In an average session, the League staff analyzes and follows one-quarter to one-third of all bills introduced. Whether as an interested party or as a source of reliable information, the League supplies needed municipal input.

Training and Development

The League plans and conducts numerous meetings and workshops every year to keep municipal officials informed and to assist them to better perform their duties. Each spring the League conducts one-day meetings in each of its eight districts and each September an annual three-day conference of all officials and employees is held in one of the member cities. Much of the training involves the League's 14 professional subsections. Some hold institutes which lead to professional certification.

Publications

The League publishes several handbooks and guides for municipal officials, model codes and ordinances, surveys, and law summaries, as well as an annual Directory of New Mexico Municipal Officials, a weekly Legislative Bulletin during the sessions and a monthly newsletter, The Municipal Reporter.

Insurance Service

The League organized and administers the New Mexico Self Insurers' Fund, which offers Workers' Compensation, general liability, law enforcement, civil rights, errors and omissions, auto liability, property and volunteer coverage to its members. The Fund also offers group health, dental, vision, short-term disability and life insurance.

PURCHASING

Advocacy

Working closely with the New Mexico Congressional Delegation and the National League of Cities, the League upholds municipal interests and helps to shape federal policy regarding cities. On the judicial front, the League participates in key precedent setting cases, either as a party or as friend of the court.

The City's estimated FY 2014 funding commitment for this procurement is \$70,000.

To ensure due diligence and that procurement procedures are conducted in a fair and impartial manner, all qualified vendors are notified of the City's intent to award a sole source contract. Qualified vendors and interested parties have an opportunity to submit evidence that more than one firm has the ability to perform contract services prior to the proposed award date. If evidence presented confirms that more than one source is available to perform the contract, the City may issue a competitive solicitation.

Interested parties **must submit thorough and comprehensive evidence**, in writing by 5:00 p.m. on July 19, 2013 - 15 days from the date of this notification. Interested firms shall send their evidence in response to this notification in writing via facsimile, email, standard postal mail, or express courier to the attention of Sharron Dunn, Buyer I, City of Farmington - Central Purchasing, 800 Municipal Drive, Farmington, NM 87401; Email: sdunn@fmtn.org; fax # 505-599-1377.

Edward Smylie, CPPO
Purchasing Officer