



Finance Office
Melinda Gonzales

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Commissioner-District 3

Martin Sena
Commissioner-District 4

Kenneth C. Medina
Commissioner-District 5

Sole Source Justification Form

This Form Must Be Completed & Forwarded to Purchasing with the Purchase Requisition

Date: May 18, 2022

Prepared by: John Tiernan

Cost: 65,213.34

Vendor: Trane U.S. INC.

Below is a summary of information regarding this request for a Sole Source Procurement.

Joy Ansley
County Manager

- 1. Explain why this is the only product or service that can meet the needs of your department.

Trane U.S. Incorporated is the only HVAC Service Provider who has been able to accommodate the County's full service needs regarding our HVAC Systems within San Miguel County.

- 2. Explain why this vendor is the only available source from which to obtain this product or service.

 The vendor has affirmed (memo from vendor is attached) that there is no other source for this item. Our search for possible vendors proved futile; or

 Other reason, please explain in full

We have several Trane manufactured units that are Stat-of the Art and require specific Trane software in order to trouble shoot these units and be able to program them. The local HVAC Contractors do not have necessary TRANE Certifications or the equipment to work on these particular units.

- 3. Explain why the price is considered fair and reasonable.

The price increase is due to inflation, the cost for labor, materials cost have doubled and the age of the equipment.

- 4. Describe the efforts made to obtain the best possible price from this Sole Source Vendor for the taxpayers. What (if any) is the total cost savings from the original quote?

The first service agreement stated a 10% increase for each of the four years, it was negotiated to a 7.5% increase the first year and a 5% increase for the remaining three years.

Signatory Approvals:

[Signature] 5/18/22
Department Supervisor Date

Purchasing Department Date

[Signature] 5-18-22
County Manager
(Over \$5,000) Date