CITY OF FARMINGTON



800 Municipal Drive Farmington, NM 87401-2663 (505) 599-1373 Fax (505) 599-1377 http://www.fmtn.org

SOLE SOURCE PROCUREMENT FOR Kysar Insurance Agency NOTICE OF INTENT Dated: July19, 2013

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

Kysar Parking Lot Lease for use by the Farmington Civic Center.

The City's estimated FY 2014 funding commitment for this procurement is \$24,000.

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 August 5, 2013. 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