



Central Consolidated School District # 22

Administration Complex – Finance Department

PO Box 1199, Shiprock, NM 87420

US Hwy 64 Old High School Rd

Business Office · 505-598-5834/598-9684 · Fax 598-6626

Personnel · 505-598-1018/368-4963 · Fax 598-1019

Administration · 505-368-4984 · Fax 505-368-5232

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 Business Manager, Central Purchasing Office of CCSD. 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: Central Consolidated School District

Name / Department of Submitter: Margene Purcella/Food Service

Telephone Number: 505-598-5966

II. Name of prospective Contractor: Auto Chlor Systems of Albuquerque

Address of prospective Contractor: 3211 Matthew St NE, Albuquerque NM 87101

Amount of prospective contract: \$40000.00/year

Term of prospective contract: July 1, 2019- June 30, 2023

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract:

Provide cleaning, sanitizing, chemical supplies and monthly service to dishwashing machines and dispensing units to CCSD Food Service school kitchens. To repair dishwashing machines as needed.

IV. Provide an 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.)

To regularly service dishwashing equipment and dispensers, restock chemical supplies every 4 weeks. Respond to service calls in a timely manner which includes acquiring parts if needed. To provide inservice training on chemical safety practices.

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.”)

Auto Chlor dishwashing machines are owned by CCSD in all kitchens, and Auto Chlor can repair the machines with Auto Chlor expertise and authentic parts in which they are trained. Auto Chlor dispensing units are already installed in each kitchen and would have to be replaced which would involve additional labor from CCSD Maintenance department to existing plumbing.

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*.

Auto Chlor is unique in that they are authorized to repair the Auto Chlor dishwashing machines with their expertise to their own machines and dispensers. Other vendors would not have the access to Auto Chlor dishwashing machine parts to make repairs.

VII. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.

Other companies cannot provide dishwashing machine service and repairs to Auto Chlor dishwashing machines exclusively. Auto Chlor can service their own machines with authentic parts and no after market parts.

VIII. 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; reviewing telephone books and other advertisements; contacting similar service providers; and reviewing the State Purchasing Agent’s vendor list. 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.

Southwest Training systems does not service or repair dishwashing machine checked website 5-14-19

Reviewed NM State website contract 60-00-16-00043 dishwashing compounds expiration date 10/10/2018

Submitted By:

Date: 5-24-19

Margene Purcell
Signature of Employee Submitting form

If this sole source relates to a procurement of general services:

- 1) the signature of the CCSD CPO on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
- 2) the sole source is granted as of the date of signature by the CCSD CPO; and
- 3) the signature of the Superintendent on this form is the final signature required for this sole source procurement.

If this sole source relates to a procurement of professional services:

- 1) the signature of the CCSD CPO on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenge(s); and
- 2) the signature of the Superintendent on this form is the final signature required for this sole source procurement.

Certified by:

Chief Procurement Officer /or Designee
CCSD Central Purchasing Office

Date: _____

APPROVED:

CCSD Superintendent of Schools

Date: _____



May 16, 2019

Central Consolidated schools
Student Nutrition
76 C County Road 6500
Kirkland, NM 87413-6773

RE: Request for Service and Supplies for Dish Machines & Cleaning

PROPOSAL REQUIREMENTS:

1. Term: TBD
2. Auto-Chlor's offer on a preventive maintenance service program for Central Consolidated School District) would be as follows:

A. Service procedure at Schools:

Service representatives would cover the entire district every four (4) weeks. An Auto-Chlor "service date" calendar outlining the individual Schools regular service dates will be posted near the chemical dispenser. The phone number will be provided with our 24-hour service and emergency phone number.

Service representatives' performance on a regular service date would be as follows:

1. Service representative will first check with kitchen personnel to see if they have been experiencing any problems.
2. Service representative will then check the entire operation of the dishwashing machine, including:
 - a. Cleaning of any obstructed or restricted wash or rinse arm jets.
 - b. Check for operation of wash and rinse arms.
 - c. Check for operation of pump motor.
 - d. Check for operation of moving parts.
 - e. Check for operation of fill and drain valves.
 - f. Check for water leaks.
 - g. Check general operative conditions.
 - h. Check general sanitation of machine.
 - i. Check water temperature in wash tank.

- j. Check final rinse temperature.
 - k. Check for proper sanitation at the utensil while machine is operating.
3. Service representative will then check all operative conditions on the chemical dispenser, including detergent concentration which is to be set and run at $\frac{1}{4}$ of 1% or 2500 PPM, as recommended by NSF.
 4. Service representative will then complete a "Ware Washing Service Report." This will be located on the left side of invoice, noting any items that need to be repaired. Any items that need to be replaced by the school district will be reported to the cafeteria manager and phoned in to "Maintenance and Operations," by the Auto-Chlor Service Representative before departure. A copy of the "Ware washing Service Report" will be left with the Cafeteria Manager or other representative.
 5. Service Representative will then:
 - a. Survey chemical supply.
 - b. Advise manager of re-stocking of items.
 - c. Re-stock items from service van.
 - d. Write an invoice for re-stocked items.
 - e. Review invoice and "Ware Washing Service Report" with cafeteria manager before obtaining signature.
 - f. Call Maintenance and Operations if needed.

B. Competency and Capability:

Auto-Chlor has two (3) certified service representatives/ technicians in the Bloomfield area. They have all extensive training on "Auto-Chlor products/dishwashing machines – high temp/low temp" and are qualified with technical expertise to perform on all major commercial dishwashing machines. (IE. Auto Chlor Machines and any preventive maintenance repairs on Hobart, CMA Ect...)

C. Ability to acquire parts:

Auto-Chlor has the ability to acquire new parts for respective dishwashing machines nationally. If agreed between both parties Auto Chlor will order the new part. Upon arrival of the new part, Auto-Chlor would charge CCSD "list dealer discount" price which we receive from our suppliers. Auto-Chlor will charge for any labor to repair the machines at a rate of \$40/hour. Travel time is not charged.

D. Response to emergencies/turnaround time for service calls:

All of our service representatives/technicians are equipped with cell phones to keep in constant contact with the office. All of the centers have a service calendar with our 24-Hour service – emergency telephone number. A realistic turn around time from when a cafeteria manager phones the office with a problem to the time a service representative/ technician arrives on location is generally less than two (2) hours.

E. Policy on recycling/ disposal of containers:

Auto-Chlor packages its locally manufactured products in reusable heavy duty translucent polyethylene containers. Auto-Chlor will return all used empty containers from the centers to our plant for sanitizing and refilling. This collection and returning of used empty containers will eliminate the responsibility of container disposal by the City of Albuquerque.

F. Overall understanding of the scope of work:

Auto-Chlor's overall understanding of the scope of work is to provide CCSD with a preventive maintenance service program that will maintain a high standard of quality control by our performance in the following areas:

1. Regularly scheduled and recorded maintenance checks of dishwashing machines and dispensers.
2. Regularly scheduled delivery of products to centers, including collection of all empty containers.
3. Immediate response to service calls and emergencies, including parts acquisitions.
4. In-service training programs covering the following subjects:
 - a. Proper procedure for dishwashing machine operators as related to preventative maintenance and cost effectiveness.
 - b. Sanitation
 - c. Personal hygiene
 - d. Kitchen safety
 - e. Cleaning tips

In closing, I would like to say that we have worked very hard to establish a professional working relationship with all the personnel at CCSD. We have enjoyed and appreciated all the past business hope we can continue this relationship in the future.

We feel we have a lot to offer in both product quality and our service. We hope that when you are making your decision on which supplier to use you will keep in mind our past performance with CCSD. All of our products exceed the specifications call for in the bid. These products are specially formulated to meet your demands in regards to equipment and water conditions.

Thank you for the opportunity to bid these products and our service. If I can be of any further assistance, please feel free to call me.

Pricing

Mach Detergent	3.8 Ltr	Detergent	\$74.35
Dry Mate	3.8 Ltr	Rinse Aid	\$73.25
Super 8 Sanitizer	2.5 Gal	Sanitizer	\$ 27.05
Pot n Pan Supreme	2.5 Gal	Pot Soap	\$64.85
SOL Q/A	case	SANITIZER	\$24.85
DEGREASER	2.5 Gal	Degreaser	\$36.35
Veg Wash (Ensurince)	case	Veg Wash	\$69.65
Ultra GM 22	Case	Glass Cleaner	\$41.95
Kitchen Degrease	2.5 gal	Floor Cleaner	\$47.85
Special	2.5 gal	All Purpose	\$36.65
Scale Away	1 – gal	De Scale	\$23.25
FABRA Powdered Laundry	50#	Laundry Soap	\$83.55
Veg Wash Test Strips	Vile	Test Strips	\$9.95
Cl Test Strips	Vile	Test Strips	\$0.00
Solution Q/A Test Strips	Vile	Test Stripe	\$0.00

Sincerely,

Joe Gamez
Regional Manger
Auto-Chlor System of San Diego, Inc.
Cell Number 505-400-5722
Office Number 505-881-9506