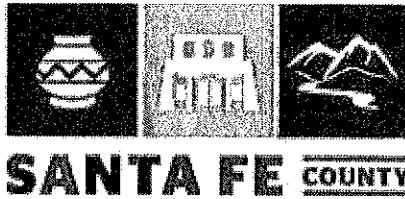


**Henry Roybal**  
Commissioner, District 1

**Anna Hansen**  
Commissioner, District 2

**Rudy N. Garcia**  
Commissioner, District 3



**Anna T. Hamilton**  
Commissioner, District 4


**Hank Hughes**  
Commissioner, District 5

**Katherine Miller**  
County Manager

## MEMORANDUM

DATE: September 3, 2021

TO: File

FROM: Bill Taylor, Procurement Manager 

RE: **Sole Source Determination for the Purchase of Parking Attendant Services Located at the County Administration Building, Pursuant to NMSA 1978, 13-1-126. Sole Source Procurement**

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### **BACKGROUND & ISSUE:**

Santa Fe County completed the new Administration Building located at 100 Catron Street in downtown Santa Fe in June 2020. The facility provides parking for County staff and the public. The parking facility is a two level structure containing a total of 97 parking spaces on the upper level and 92 parking spaces on the lower level. The upper level is parking for the public and the lower level is limited to County employee parking.

Due to the high demand for parking in the downtown area, and the need to provide adequate parking was being deterred by individuals taking parking spaces that did not have business at the Administration building. It became apparent that a full time parking attendant would need to be in place to manage the parking to meet the initial intent of the parking area.

### **DETERMINATION**

After significant due diligence and research for parking attendant services in Santa Fe, it was determined that only one company provided parking lot management services. Other vendors that were contacted, provide valet services, but do not provide parking attendant services for parking lots or garages. In addition, companies that do provide parking attendant services are located in Albuquerque and indicated that they would be required to subcontract the services for the County Administration Building.

Finally, it is the determination of the County that the services would best be provided by a local company based on their knowledge of Santa Fe to provide the best services for the County and public.

Therefore, it is not practical for the County to issue a competitive sealed bid to purchase the parking services for the County Administration Building, as there is only one vendor in Santa Fe that can provide the services. After conducting a good faith review of available sources in Santa Fe, the parking vendors only provide valet services to transport individuals for point A to point B. They do not offer parking lot management services. It is therefore the determination of the Chief

Procurement Officer of Santa Fe County that the purchase of the parking attendant services meets the requirements of a sole source procurement, pursuant to 13-1-126, NMSA 1978.

**Contract Information:**

Vendor: Michael Trujillo Ventures  
PO Box 5413  
Santa Fe New Mexico 87502  
(505) 995-8689

Services:

To provide parking attendant services to include monitoring the public parking. Only those individuals that have County business in the County Administration Building may be allowed to park. No charge for parking to any public that are conducting business. Provide information to individuals with regards to the offices and the services they provide. Direction may be given to other County facilities in the County.

Provide security services during business hours including contacting local law enforcement, depending on the situation.

Parking Attendant	1 @ \$19.00/hr x 9 hrs/day =	\$ 171.00/day
	@ 5 days/week =	\$ 855.00/wk
	@ 52 wks/yr =	\$44,460.00/yr