



## Notice of Intent to Award Sole Source Contract

The City of Belen Purchasing Department intends to make a purchase which has been determined to qualify as a "Sole Source" purchase made in accordance with NMSA 1978 Secs.13-1-126 and 13-1-128 (2012). The purpose of this "Notice of Intent to Award" is to publicly announce the City's intent to award a Sole Source Contract for a specific service, construction or item of tangible personal property required by the City.

Any contractor who does not agree that the service, construction or item of tangible personal property is available only from the contractor determined to be a sole source may protest the "Notice of Intent to Award" by contacting the Purchasing Department **within thirty (30) calendar days of the date this Notice is posted**. Your protest must be in writing and describe the basis for the protest. Please submit your protest, via e-mail, to

Roseann Peralta Finance & Operations Administrator, CPO  
[roseann.peralta@belen-nm.gov](mailto:roseann.peralta@belen-nm.gov)

include the words "PROTEST OF NOTICE OF INTENT TO AWARD SOLE SOURCE CONTRACT TO VISUAL LABS, INC and your company name on the subject line. If you have questions, please contact the Finance Department at 505-966-2738.



# SOLE SOURCE JUSTIFICATION REQUEST FORM

Prepared by: Sergeant Mario Vallejos

Date: 10/22/21

Vendor Name: Visual Labs

Address: 607 Menio Avenue

City Menio Park State California

Description of Goods/Service to be procured: Software License, implementation and training fee. Works with Android Smartphones providing a CJIS-compliant body worn camera system capable of audio, video, and photographs that is First Net certified.  
(If Goods/Services is IT, (Information Technology) related; IT approval is required)

1. Explain why this is the only source that can meet the needs of your department. (attach additional sheets if necessary)

Visual Labs is the only Known CJIS-compliant body worn camera system that is First Net "certified" using Android smartphones capable of video, audio, and photographs.

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

- **The company has affirmed (memo from vendor attached) that there is no other source for this item.**
- Our search for possible vendors was unsuccessful
- Other, please explain in full. (attach additional sheets if necessary)

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

Visual Labs is a sole source provider at reasonable price based on department needs

Approved Procurement

Procurement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

IT Approved (if required) \_\_\_\_\_ Date: \_\_\_\_\_