



STATE OF NEW MEXICO SOLE SOURCE REQUEST AND DETERMINATION FORM

A sole source *determination* is not effective until the *sole source request for determination* has been posted for thirty (30) calendar days without Protest and subsequently approved in writing by the State Purchasing Agent of the General Services Department. The foregoing requirement is regardless of whether the *sole source request for determination* has been signed by the Agency.

- I. Name of Agency: [City of Sunland Park](#)
 Agency Chief Procurement Officer: [Claudia Carrillo](#)
 Telephone Number: [575-589-7565 Ext. 1320](#)
 Agency Contact for this request: [Claudia Carrillo](#)
 Email Address Claudia.carrillo@sunlandpark-nm.gov
- II. Name of prospective Contractor: [Highland Products Group dba The Park Catalog](#)
 SHARE Vendor Number (must be active):
 Address of prospective Contractor: [931 Village Blvd, Suite 905-354,](#)
[West Palm Beach, FL, 33409](#)
- Contact Name, Telephone Number and Email Address: [Highland Products Group dba The Park Catalog](#)
 Amount of prospective contract before tax: [\\$49,108.00](#)
 Estimated tax amount (tax is subject to change): [N/A](#)
- III. Term of prospective contract: [Upon completion of delivery and installation and warranty period.](#)
 Note: Please refer to §13-1-150 for contract term limits.
- If this is an amendment request to an existing contract, include current sole source posting number issued by SPD: [N/A](#)
- IV. If this is a Sole Source for new or existing IT software licensing subscription(s), Agency is required to upload the Contractor's draft Service Level Agreement (SLA) with the Sole Source online submission.
- [N/A](#)
- V. Agency is required to provide the detailed scope of work (or amendment) for this sole source. Scope if work must match the scope included in the services determination and Horizons declination.

[See attachments](#)

VI. Provide a detailed 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.)

See attachments

VII. Provide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities of the prospective contractor that makes their company **the only source** capable of providing the required professional service, general 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.”)

See attachments

VIII. Provide a detailed, sufficient explanation of how the professional service, general 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**.

See attachments

IX. 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;; contacting similar service providers; and reviewing the State Purchasing Divisions’ Statewide Price Agreements. 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.

See attachments

Certified by:

Signed by:
Claudia Carrillo
7ECEf6C4C124480...

Agency Chief Procurement Officer

Date: 3/17/2026 | 2:22 PM PDT

Agency Approval by:

Signed by:
Mario Juarez-Infante
DA6EF9DE3D9F4E9...

Cabinet Secretary/Agency or Entity Head or Designee

Date: 3/17/2026 | 2:30 PM PDT

APPROVED:

State Purchasing Agent

Date: _____

If this sole source is being submitted by a governmental agency or governmental entity not under the final authority of the State Purchasing Agent, the State Purchasing Agent's signature is not required. The signature line may be removed from this form or marked as N/A. Hard Copy Documentation for Courtesy Postings do not need to be submitted to SPD for approval.

SOLE SOURCE JUSTIFICATION LETTER

Date: February 11, 2026

To: Claudia Carrillo, Chief Procurement Officer, City of Sunland Park

From: Javier Herrera, Capital Project Manager, City of Sunland Park

Subject: Formal Sole Source Procurement Recommendation – The Park Catalog

Dear Ms. Carrillo,

This correspondence is submitted to formally document, support, and recommend the City's determination to proceed with a sole source procurement for park furnishings supplied by The Park Catalog. This recommendation is made in accordance with the requirements of §13-1-126 NMSA 1978 and 1.4.1.54 NMAC and is intended to establish a complete administrative and legal record for review and approval.

Background and Operational Context

The City of Sunland Park maintains an ongoing operational responsibility to provide high-quality, durable, and visually consistent park infrastructure that reflects the City's identity, branding standards, and community values. Park furnishings incorporating the City's official logo and approved color standards are a critical component of this effort.

These assets are intended for long-term outdoor use and must meet strict requirements for durability, weather resistance, aesthetic quality, and compliance with City branding policies. Consistency across facilities is essential to maintaining a professional and recognizable municipal presence.

Statutory and Regulatory Authority

Pursuant to §13-1-126 NMSA 1978, a sole source procurement may be authorized when the procurement officer determines in writing that only one vendor is capable of meeting the intended purpose of the procurement. The implementing regulations at 1.4.1.54 NMAC further require that this determination be documented and maintained in the procurement file.

Neither the statute nor the regulations require a vendor-generated justification letter. Rather, responsibility for evaluation and determination rests with the using department and the procurement officer.

Basis for Sole Source Determination

- The Park Catalog maintains the City's approved, fabrication-ready digital logo files, which have been engineered, tested, and validated for permanent integration.
- The vendor utilizes specialized digitization, CNC cutting, laser fabrication, and finishing processes that ensure consistent quality and durability.
- Prior market research and vendor outreach demonstrate that alternative vendors cannot meet the City's full technical and branding requirements.
- The City has made substantial prior investments in park furnishings supplied by this vendor, establishing a significant installed base.
- Transitioning to another vendor would result in inconsistent appearance, color variations, and diminished branding integrity.
- Recreating and revalidating digital assets would require significant staff time, consultant involvement, and administrative oversight.
- Maintaining continuity supports efficient lifecycle management, replacement, and maintenance operations.
- Uniform branding protects the City's reputation, public trust, and community identity.
- Avoiding unnecessary redevelopment reduces financial risk and ensures responsible stewardship of public funds.

Market Research and Procurement History

The City has previously conducted market research, solicited pricing information, and evaluated vendor capabilities to identify potential sources capable of meeting the City's requirements. This process included review of specifications, samples, fabrication methods, and compliance with branding standards.

Based on this evaluation, The Park Catalog was identified as the only vendor capable of fully satisfying the City's operational, technical, and aesthetic requirements.

Risk, Cost, and Public Interest Considerations

Engaging an alternative vendor would introduce substantial financial, operational, and reputational risks, including project delays, increased costs, and diminished quality control. These risks would not yield a corresponding public benefit.

Maintaining continuity with the current vendor promotes administrative efficiency, reduces procurement complexity, and supports responsible fiscal management.

Supplemental Documentation and Oversight

While not required by statute, the City may obtain supplemental documentation from the vendor regarding digitization and fabrication processes. Additionally, if deemed appropriate, I can request support from the Department of Finance and Administration to add to the procurement record.

Recommendation and Request for Approval

Based on the statutory authority, documented market research, technical analysis, prior investment, risk assessment, and public interest considerations outlined above, it is respectfully recommended that this procurement be approved as a sole source award to The Park Catalog.

Approval of this recommendation will ensure continued compliance with procurement requirements, protect prior City investments, and support efficient delivery of public infrastructure improvements.

Sincerely,

Javier Herrera
Capital Project Manager
City of Sunland Park



Highland Products Group/The Park Catalog
 931 Village Blvd Ste 905-354
 West Palm Beach, FL 33409
 Phone : 561-620-7878
 Email : sales@theparkcatalog.com

Quote#114500

Sales Rep: Cristy Clinard
 Email: cristy.clinard@theparkcatalog.com
 Phone: 800-695-3503 Ext 60309

Quote Date	Quote Expiration Date
Mar 6, 2025	Apr 25, 2025 (50 days)

Bill to:

Javier Herrera
 City of Sunland Park
 1000 McNutt Rd
 Sunland Park, New Mexico,
 88063
 United States
 T: 575-589-7565
 C: 915-780-9284

Ship to:

Javier Herrera
 City of Sunland Park
 1000 McNutt Rd
 Sunland Park, New Mexico,
 88063
 United States
 T: 575-589-7565
 C: 915-780-9284

Product Name	Item #	QTY	Price	Your Price	Unit Discount	Subtotal
32-Gal. Perforated Custom Logo Receptacle Mounting Option: Portable Mount Color: Beige Custom Design Option: Duplicate Design Liner Option: No Liner	166-1330-56639	24	\$741.00	\$541.00	\$200.00	\$12,984.00
Spun Metal Flat Lid for 32 Gal. Receptacle Color: Beige	166-1024-1910161	24	\$191.00	\$141.00	\$50.00	\$3,384.00
Rigid Plastic Liner for 32 Gal. Receptacle	166-1027	24	\$116.00	\$91.00	\$25.00	\$2,184.00
Perforated Pattern Custom Logo Bench with Back Size: 6L Color: Beige Custom Design Option: Duplicate Design	166-1268-882690	12	\$1,979.00	\$1,454.00	\$525.00	\$17,448.00
Table Product1 6' Picnic Table Pattern Style: Perforated Color: Beige	166-SPC-TABLE-1	10		\$939.00		\$9,390.00
Table Product2 Custom Logo Charge	166-SPC-TABLE-2	10		\$150.00		\$1,500.00
Table Product3 8' Picnic Table - ADA Pattern Style: Perforated Color: Beige	166-SPC-TABLE-3	2		\$959.00		\$1,918.00
Table Product4 Custom Logo Charge	166-SPC-TABLE-4	2		\$150.00		\$300.00

Quote Notes:

* TRUCKLOAD *

This quote comes with our BEST PRICE GUARANTEE! If we are not your lowest delivered quote for equivalent product, we will BEAT it! (Exclusions may apply)

Any questions contact us at [800-695-3503](tel:800-695-3503) or cristy.clinard@theparkcatalog.com

Total Discount	-\$12,900.00
Subtotal	\$49,108.00
Shipping & Handling	\$4,875.00
Tax	\$0.00
Grand Total	\$53,983.00

PAY NOW
WITH A CREDIT CARD

Quote Expiration Date: Apr 25, 2025

IF YOUR QUOTE HAS EXPIRED, PLEASE CONTACT YOUR SALES REP BEFORE SUBMITTING PAYMENT

TERMS & CONDITIONS

SHIPPING:

Deliveries are made during normal business hours, 8am - 5pm Monday - Friday. Unless otherwise noted, shipping charges include standard delivery only. Standard delivery charges are for Tailgate delivery to any commercial location on a commercial truck route; the truck driver will not offload the delivery. It is Customers responsibility to provide adequate personnel and/or equipment to unload the shipment from the truck when it arrives. The truck driver is under no obligation to help you unload. If you require anything other than standard delivery, we have the following additional services available for purchase at time of order placement:

Additional Delivery Services

- **Residential Delivery:** If the ship to address is not a commercial location, on a commercial truck route or is in a residential area, you must order "Residential Delivery Service" at an additional charge.
- **Limited Access Delivery:** This is common LTL delivery for small businesses, restaurants, schools, churches, concert venues, theaters, or other locations that do not have a loading dock.
- **Liftgate Service:** This service includes the driver utilizing a lift gate on the rear of the truck. The driver is responsible for lowering your shipment to the ground only. Once delivery is at ground level it is your responsibility to move the shipment from the delivery point to its destination
- **Notify Before Delivery:** Notify before delivery indicates that the receiver needs to be called before arrival. The carrier will call 24-48 hours prior to make a delivery appointment. If the receiver cannot be reached, these shipments can result in significant delays or additional redelivery fees.
- **Inside Delivery:** If this service is required, please reach out to one of our Sales Representative as we cannot be responsible for online quotes with this service. This service requires specifics that must be communicated to the carrier prior to getting a shipping quote.
- **Redelivery Fee:** This charge will occur when a delivery is unsuccessful on the first try and the carrier must try to deliver the shipment a second time. Redeliveries occur within the carrier's available timeframe.
- **Construction Site Delivery:** This charge is for any destination that is under construction and requires an LTL truck to navigate a construction site.

Shipping Service Discrepancies - If there is a discrepancy in the services requested and the minimum services required to deliver the product, the Customer agrees to pay and The Park Catalog reserves the right to charge the customer for any necessary additional services provided at the time of delivery.

Shipment Inspection Required - It is the customer's responsibility to inspect all deliveries for possible damage, correct quantities and to note any discrepancies on the freight bill PRIOR to signing the delivery receipt provided by the driver. All damage claims MUST be recorded on the delivery receipt and reported within 48 hours of delivery. The Park Catalog does NOT GUARANTEE replacements parts or products FREE of charge due to concealed or unreported damages.

Assembly May Be Required:

Most of our product's ship Knocked down and on commercial pallets to minimize freight damages and reduce freight cost.

CANCELLATIONS:

No order can be cancelled unless first authorized and confirmed in writing by The Park Catalog Team. Made-to-Order items already in production may not be cancelled. If a cancellation is authorized, charges may apply based on the stage the order is in.

RETURNS:

We will accept returns of unopened/unused products, up to 30 days from the shipping date, subject to ALL the following terms and conditions:

- **Approval:** Written approval and instructions must be issued by our Customer Service Department before any merchandise can be returned.
- **Shipping Returns:** All merchandise must be returned in its original packaging, freight Prepaid, No Collect shipments are accepted.
- **Re-Stocking & Shipping Fees:** The customer is responsible for a minimum 25% re-stocking fee and all related shipping charges on product returned for reasons other than damage or defect. Original shipping charges will not be refunded.
- **Online Orders:** For online orders, The Park Catalog is not responsible if the customer orders incorrect product or colors. All return and restock fees apply.
- **Personalized -** These items are **NOT** eligible for return unless a defect in manufacturing is presented to us with pictures prior to return.
- **Refunds:** refunds will be issued on returned merchandise **AFTER** shipment is received and inspected at our warehouse and the goods are deemed to be resaleable and free of damages.

Payment options:

Credit Card: To maintain a safe environment for credit card transactions, we utilize a credit card processing company that partners with companies who transmit or process card information in a secure environment which complies with the Payment Card Industry Data Security Standard (PCI DSS). In compliance with the payment card industry data security standards, The Park Catalog cannot accept credit card payment information via Email/Fax/US Mail/Telephone/Voice Mail. A secure payment link will be sent via email to allow your transaction to be completed.

Check: Payable to Highland Products Group or The Park Catalog, 931 Village Blvd Ste 905-354, West Palm Beach, FL 33409

ACH: You will find ACH/Wire information on the pages following your proposal

Purchase Order: We accept purchase orders from Government/Municipal entities, Public Schools, non-private Colleges, and Universities to name a few. All other customer types must speak with a sales representative for qualifications to utilize a purchase order.

Force Majeure:

No Party to this Agreement shall be responsible for any delays or failure to perform any obligation under this agreement due to acts of God, outbreaks, epidemic/pandemic or the spreading of disease or contagion strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure, the Parties' duty to perform obligations shall be suspended.

To accept this proposal:

Sign Here: _____ Date: _____



166-1330

32gal Personalized Perforated Receptacle
color: Beige

Your item can not go into production until we receive an authorized signature approving design, color, and quantity. Please review & return as soon as possible.

APPROVAL SIGNATURE _____

Approval Date _____ Quantity _____ Color _____



166-1268

6ft Perforated Pattern Custom Logo Bench with Back
color: Beige

Your item can not go into production until we receive an authorized signature approving design, color, and quantity. Please review & return as soon as possible.

APPROVAL SIGNATURE *Javier Herrera*

Approval Date 05/13/2025 Quantity _____ Color _____



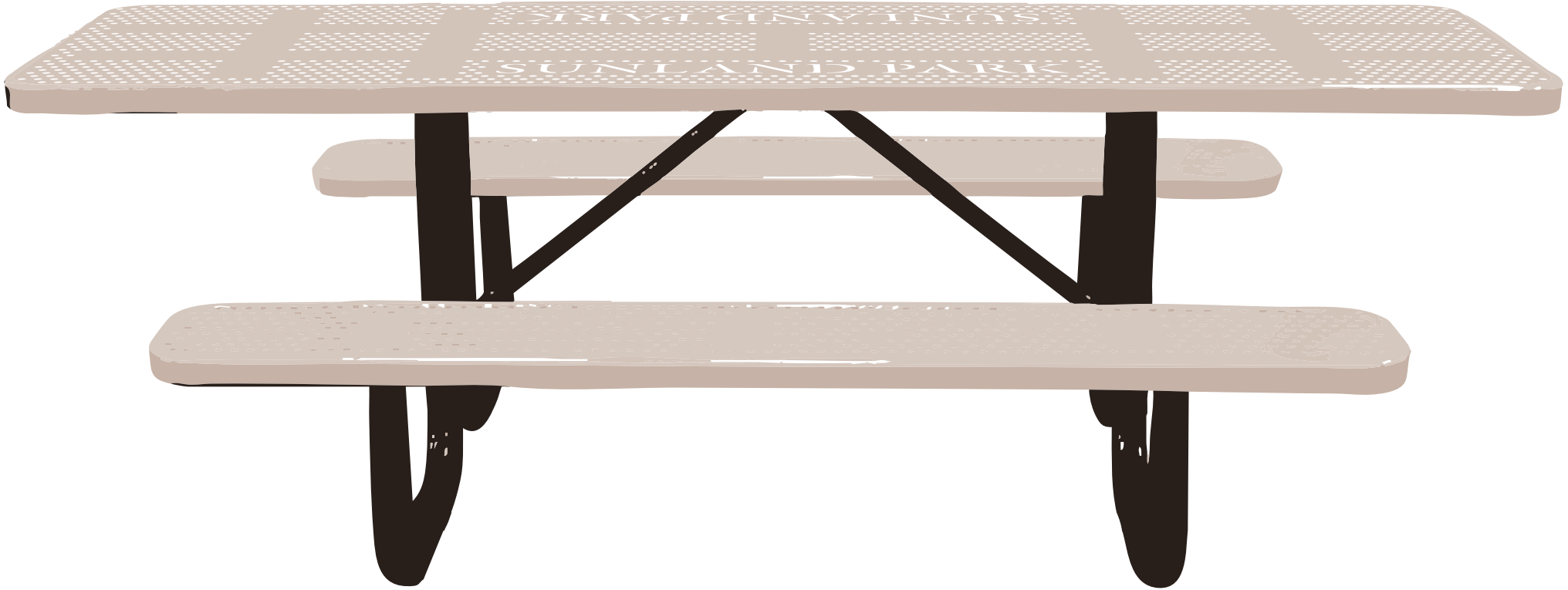
T6XPP-PERF

6ft Perforated Pattern Custom Picnic Table
color: Beige

Your item can not go into production until we receive an authorized signature approving design, color, and quantity. Please review & return as soon as possible.

APPROVAL SIGNATURE *Javier Herrera*

Approval Date 05/13/2025 Quantity Color



T8XPP-ADA-PERF 8ft Perforated Pattern Custom ADA Picnic Table
color: Beige

Your item can not go into production until we receive an authorized signature approving design, color, and quantity. Please review & return as soon as possible.

APPROVAL SIGNATURE *Javier Herrera*

Approval Date 05/13/2025 Quantity Color