



Sole Source Justification Request Form

Use this form for Purchases exceeding \$10,000 for goods, and \$60,000 for Professional Services. Please Print

Determination: 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 and signed by the Executive Director of Purchasing.

Term: Award of Sole Source Procurement Contract will stay on file for the term of the contract. Renewal of Sole Source Procurement must be re-submitted for new term.

SECTION 1: Requestor Information

Date of Request 3/22/2016 Requisition number (if applicable) N/A Department Facilities Design & Construction
Requestor Name Tony Sparks, HVAC Project Mgr Phone 505-848-8816 Email tony.sparks@aps.edu

SECTION 2: Request for Details

Proposed Vendor Name Benchmark Studios Estimated Cost \$36K / year Estimated Quantity N/A
Contact Person Ben Ferrufino Title President
Phone 505-306-1689 Email Address ben@aimenergy.net
Term 10 years 8 years Web Site Address aimenergy.net

SECTION 3: Description of Goods/Service to be procured (For descriptions and explanation fields, please use and attach additional pages as needed)
(See Attachment 1)

SECTION 4: Description of unique specifications, exclusive, one of a kind characteristic of commodity/service
(See Attachment 1)

SECTION 5: Sole Source Considerations (Check applicable considerations)

- Vendor is the sole manufacturer and sole distributor. (Attach applicable documents)
Exclusive Rights: Item or service under patent or copyright held by a single vendor and item or service possesses functions or capabilities critical to use. (Attach patent/copyright info.)
Exclusive Design: Item or service possesses a unique function or capability critical in the use of the item or service and not available from any other sources. (Explain below.)
Replacement or Compatibility of Existing Equipment: The purchase is for equipment associated with use of existing equipment where compatibility is essential for integrity of results. (Provide Manufacture and Model Number of Existing Equipment)
Federal or state appropriation names vendor as condition of funding. (Attach copy of Grant that names vendor.)
[X] Renewal of support/maintenance/subscription of software, technology, or other intellectual property. (Explain below.)
Other (Explain below)

Explanation:
(See Attachment 1)

Requestor Signature Tony R. Sparks Date 3/22/16
Principal or Site Administrator Karen Alarid, Exec. Director Capital Date 1 Apr 16

## ATTACHMENT 1

### *Sole Source Justification Request – Benchmark Studios Software Support/Maintenance/Subscription Renewal*

#### SECTION 3: Description of Goods/Service to be procured:

Develop, populate and maintain a database housing building data for the APS District-wide portfolio. Accommodate adaptations and infrastructure to add new metering sources, as needed, to further capture and integrate available data. Provide reporting, analyzing and graphing capabilities as requested by the Owner. Automatically upload APS building data into USDOE's Portfolio Manager database to comply with LEED and Energy Star requirements.

#### SECTION 4: Description of unique specifications, exclusive, one of a kind characteristic of commodity/service:

The existing AIM utility database was developed over the past decade for APS. Originally designed as a simple diagnostic tool for single-building performance and side-by-side comparisons, it has been broadened into a comprehensive District-wide database that is a key element of our ability to comply with the APS Board's mandated Energy and Water Conservation Policy (EC – October 2014). The software is already populated with historical data as far back as available, and is electronically connected with the utility companies and Portfolio Manager for automated transfer of data. Further, the database is monitored and fed by personnel from various departments, including M&O, FD&C, CFS, Real Estate, and the APS Energy Team.

To recapture all this data in a useable form, and re-train all people who interact with it, would be monumental, interruptive and cost-prohibitive.

#### Explanation:

The existing software stores the following data for all facilities managed by APS:

- utility data (gas, water, electricity)
- sub-meter data
- identification and location of utility meters
- individual building, portable building, and total campus square footages
- construction project history, including square footage changes and year of completion
- HVAC systems building-by-building
- occupancy information.

Our monthly subscription gives the District capture, processing and storage of this data, custom reports and analytics, user training/support, and automatic uploading of required data into Portfolio Manager.