



### **Sole Source Application and Determination Form**

A sole source determination is not effective until the sole source application for determination has been posted on the Purchasing website for thirty (30) calendar days without protest and is subsequently approved in writing by the Vice President of Administration and Finance.

1. Name of Department: Auxiliary Services  
Contact Name: Nowka Gutierrez/Tristine Hayward  
Phone: 575-835-6652/575-835-5181  
Email: [Nowka.gutierrez@nmt.edu](mailto:Nowka.gutierrez@nmt.edu) / [tristine.hayward@nmt.edu](mailto:tristine.hayward@nmt.edu)
2. Name of Prospective Vendor: CSC ServiceWorks Inc.  
Contact Name: Jill Young  
Phone: 835-877-8593  
Email: [jyoung@cscsw.com](mailto:jyoung@cscsw.com)  
Estimated Cost: \$36,312.00/Annually  
Duration (for Services or Professional Services – limited to four years): September 15, 2025- June 30, 2029
3. Purpose/need for purchase and detailed list of items of tangible property, services, or professional services: *Students that reside in on-campus housing need to be able to launder their clothes and linens. We are requesting washers and dryers be installed in residence hall "laundry rooms" for our students to use at no additional cost. We would need 89 machines installed across campus to provide this service.*
4. Detailed explanation of criteria developed for this purchase: *Historical relationship generated email quote of \$34.00 per month per machine.*
5. Provide a detailed, sufficient explanation of the reasons, qualifications or unique capabilities of the prospective vendor that make that prospective vendor the one source for providing the items of tangible property, services, or professional services: *CSC ServiceWorks Inc. has provided laundry service machines, washers and dryers, in the residence halls as well as*

*apartment housing for several years. The previous agreements have been for rental of the machines that includes maintenance and repairs. There are 89 machines that we have on premises and the reason for the sole source request is to prevent interruption of service for the 2025-2026 academic year. Additionally, CSC is the only provider that services New Mexico.*

6. Provide a detailed, sufficient explanation of how the items of tangible property, services, or professional services is/are unique and how this uniqueness is substantially related to the intended purpose of the department/grant: *CSC is the only provider that currently services New Mexico, specifically Socorro.*

7. Please provide a narrative description department's due diligence in determining a basis for the procurement. Include:

- a. method used to research and review other available sources (i.e. list of potential vendors from Purchasing, internet, state pricing agreements, purchasing cooperatives) *Internet searches, email inquiry and phone inquiry by the department*

- b. list of vendors contacted, the date and method of contact (i.e. email, phone call)

*Precision Appliance:*

*Do not service outside of the Dallas area*

*8/5/2025 by phone*

*WASH:*

*Does not service Socorro Area*

*8/5/2025 by phone*

*Jetz:*

*Does not service Socorro Area –outside of their territory*

*8/6/2025 by email*

*Appliance Warehouse:*

*CSC counterpart/parent company*

*8/6/2025 by phone*

- c. documentation explaining why:

- i. those vendors cannot provide the required items of tangible property, services, or professional services

- ii. other similar items of tangible property, services, or professional services cannot meet the intended purpose of department/grant:

*Precision Appliance:*

*Do not service outside of the Dallas area*

*8/5/2025 by phone*

*WASH:*

*Does not service Socorro Area*

*8/5/2025 by phone*

*Jetz:*

*Does not service Socorro Area –outside of their territory*

8/6/2025 by email  
Appliance Warehouse:  
CSC counterpart/parent company  
8/6/2025 by phone

I certify I have performed thorough and diligent research and analysis to determine that CSC ServiceWorks Inc. is the only source capable of providing the required laundry service machines (washers and dryers) and equipment maintenance. I understand that violations of the New Mexico Procurement Code (Chapter 13, Article 1 NMSA 1978) can carry severe penalties. I affirm that the information provided in this Sole Source Determination is true and accurate to the best of my knowledge and belief.

Name, Title: Nowka Gutierrez

AdobeSign/Date  
*Nowka Leviner* 08/12/2025

Review: Purchasing Services (Name, Title): *Meradeth Montoya*  
Assistant Director of Purchasing

AdobeSign/Date 8/13/2025

Website Posting Date: *8/14/25*  
Posting Expiration Date: *9/14/25*

Protested (Yes/No):

Approval: Delilah A. Walsh *Delilah A. Walsh*  
Vice President of Administration and Finance

AdobeSign/Date 14-Aug-2025