SOLE SOURCE REQUEST AND DETERMINATION FORM

This form must be forwarded to the Accounts Coordinator for the Santa Fe Solid Waste Management Agency (SFSWMA) for processing.

Date: 10/1/2014

Prepared By: Danita S. Boettner **Title:** BuRRT Site Manager

Vendor Name: CP Manufacturing, Inc.

Address: 6795 Calle de Linea

City: San Diego **State:** California **Zip Code:** 92154

Estimated Cost: $60,000 **Term of Contract:** One year from the date of award.

Description of Good/Service to be Procured:

1. **Explain why this is the only available source that can be meet the needs of your department.**

On March 23, 2006, the SFSWMA's Joint Powers Board awarded CP Manufacturing, Inc. a construction contract for the design, manufacturing and installation of the existing co-mingled processing system (MRF sort line and associated conveyors) at the Buckman Road Recycling and Transfer Station (BuRRT) (RFP No. 06/21/P, Item #1). CP Manufacturing is the sole provider of spare/replacement parts, labor, service, and technical support as they relate to the CP Manufacturing's system

2. **Explain why this vendor is the only available source from which to obtain this product of service.**

[X] **The company has affirmed (memo from vendor is attached) that there is no other source for this item. Our search for possible vendors proved unsuccessful; or**

[ ] **Other reason, please explain in full. Attach additional sheets, if necessary.**

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

The material recovery facility (MRF) at the Buckman Road Recycling and Transfer Station (BuRRT) was competitively designed and constructed (RFB No. 06/28/B) using the CP Manufacturing co-mingled processing and conveyance system. CP Manufacturing equipment contains proprietary equipment and replacement parts. Most parts are equipment specific. By accessing directly with the manufacturer of the equipment, the SFSWMA gain access to the extensive knowledge (technical assistance) of the specified equipment, including the necessary specifications to fabricate replacement parts, minimized labor, and efficient service. The use of other manufacturers of these types of systems could require more extensive modifications than necessary, including potential modifications to the MRF facility itself; thus the probable cost of maintenance and repair of the MRF by other vendors is most likely to be higher. Therefore, the use of CP Manufacturing parts, labor, service and technical support will minimize the costs for maintenance and repair of the MRF system.

4. **Describe the efforts made to obtain the best possible price from this sole source vendor for the taxpayers. What (if any) is the total cost savings from the original quote? (Attach additional sheets, if necessary.)**

The SFSWMA finds CP Manufacturing to have the best possible price for their technical support, service, labor, and timeliness of parts delivery due to the manufacturing of parts in maintaining the repairing the MRF system for processing the recyclable material received at the BuRRT facility in an efficient and timely manner. There are no vendors or providers in New Mexico that can provide the necessary parts, labor, and service for the MRF system at BuRRT.

Approvals:

Based on the above facts, the Accounts Coordinator for the SFSWMA has made the determination that the justification for the Sole Source procurement is in accordance with Section 13-1-126, NMSA 1978 and will be posted for a 30-day period prior to award.

Angelica Salazar 10/6/14

Angelica Salazar **Date**
Accounts Coordinator

Randall Kippenbrock 10/6/14

Randall Kippenbrock **Date**
SFSWMA Executive Director

Pursuant to Section 13-1-126, NMSA 1978, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no obligation to the award to the above referenced contractor were received. This Sole Source determination will be valid for a period of one (1) year from the date of the award.

Robert Rodarte **Date**
Purchasing Director
City of Santa Fe - SFSWMA Fiscal Agent

Randall Kippenbrock **Date**
SFSWMA Executive Director

Miguel Chavez **Date**
Joint Powers Board Chairperson

Required Attachments:

***Letter from Contractor, if applicable**
***Agenda Item to be presented to Joint Powers Board if over $60,000 for Professional Services and $60,000 for Goods and Non-Professional Services**

CP MANUFACTURING, INC.

Manufacturers of Recycling Machinery
6795 Calle de Linea, San Diego CA. 92154
Tel: 619-477-3175 or 800-462-5311 • Fax: 619-477-0713

October 1st, 2014

Caja del Rio Landfill
Buckman Road Recycling &Transfer Station
ATTN: Randall Kippenbrock
149 Wildlife Way
Santa Fe, NM. 87506-8342

Dear Randall Kippenbrock,

CP Manufacturing is the sole source provider of spare/replacement parts, labor, and service for your Co-Mingled Processing System. This system was built under our job number 2077. There are no other vendors or providers in New Mexico that can supply parts, labor, and service for this processing system.

Please feel free to contact our customer service department for replacement/spare parts and for more information. My extension is 290.

Sincerely,

Jeff Wood
Customer Service Assistant Manager