

# SOLE SOURCE REQUEST AND DETERMINATION FORM

This form must be forwarded to the Purchasing Officer for the City of Santa Fe Purchasing Office for processing.

Date: January 12, 2016

Prepared By: Thomas X. Vigil

Title: DSS Nutrition Manager

Vendor Name: Oliver Packaging and Equipment Company

Address: 3236 Wilson Drive NW

City: Walker

State: MI

Zip Code: 49534

Description of Good/Service to be Procured: Oliver Meals on Wheels Trays for Meals on Wheels Food Services

Estimated Cost: \$50,000

Term of Contract: July 1, 2015 thru June 30, 2016

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

At the current time, Oliver Products is the only company that is providing this product at a cost effective rate in the United States to various states that provide Meals on Wheels including New Mexico.

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

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.

Cost is fair and reasonable due to receiving the equipment at no charge which in return saves thousands of dollars for taxpayers and DSS Program. Also, compared to older versions of Meal on Wheels trays which were plastic and had a life span of only 2 to 6 months and the cost per a tray is \$20.00.

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.)

To achieve the best price, we as a program purchase in bulk to reduce the price of the product and also the price of freight. This process makes it a great deal for the taxpayers and the DSS Program.

**Approvals:**

Based on the above facts, the Purchasing Office 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.

*Robert Rodarte*  
Robert Rodarte

Purchasing Officer

Date  
01/13/16