# 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:** Van Dyk Baler Corp.

**Address:** 78 Halloween Boulevard

**City:** Stamford **State:** CT **Zip Code:** 06902

**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 May 4, 2006, the SFSWMA's Joint Powers Board awarded Van Dyk Baler Corp. an equipment contract for the manufacturing and installation of the existing Bollegraaf materials baler (Model HB 80) at the Buckman Road Recycling and Transfer Station (BuRRT) (RFP No. 06/21/P, Item #2). Van Dyk is the sole provider of spare/replacement parts, labor, service, and technical support as they relate to the Bollegraaf baler.

**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 Bollegraaf baling system provided by Van Dyk. The Bollegraaf baler 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 baling facility itself; thus the probable cost of maintenance and repair of the baler by other vendors is most likely to be higher. Therefore, the use of parts, labor, service and technical support provided by Van Dyk will minimize the costs for maintenance and repair of the baling 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 Van Dyk Baler Corp. 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 and repairing the baling 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 baling 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**

**MAIN OFFICE**
VAN DYK Recycling Solutions
78 Halloween Boulevard
Stamford, CT 06902
(203) 967-1100 office
(203) 967-1199 fax
www.vdrs.com

VAN DYK®
recycling solutions
Exclusive Sales and Service for Bollegraaf, Lubo and TITECH

October 3, 2014

Dear Randall Kippenbrock,

This is to confirm that Van Dyk Baler Corp. is the exclusive distributor in the United States and Canada for Bollegraaf Machinery, parts and service. We are the exclusive sales and service company for Bollegraaf, Lubo and TITECH recycling equipment.

Van Dyk Baler Corp. and Lubo USA, LLC. is the only authorized Bollegraaf and Lubo dealer for the Bollegraaf and Lubo machines, parts and service for New Mexico.

As an authorized distributor, Van Dyk Baler Corp. And Lubo USA, LLC. maintain an inventory of replacement parts and staff of factory trained technicians to provide support and service to direct customers of our equipment.

Sincerely,

**Chris Bova**
**Director of Operations**