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: Andela Products, Ltd.

Address: 493 State Route 28

City: Richfield Springs **State:** NY **Zip Code:** 13439

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.**

In January 2006, the SFSWMA's purchased the Andela Products, Ltd. pulverizer system from the City of Santa Fe when taking over operation of the Buckman Road Recycling and Transfer Station (BuRRt). Andela Products is the sole provider of spare/replacement parts, labor, service, and technical support as they relate to the Andela pulverizer 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 Andela 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 glass crushing area itself; thus the probable cost of maintenance and repair of the pulverizer system by other vendors is most likely to be higher. Therefore the use of Andela Products, Ltd. parts, labor, service and technical support will minimize the costs for maintenance and repair of the pulverizer 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 Andela Product 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 pulverizer 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 pulverizer (glass crusher) 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.

4/20/15

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

Please Sign Here

Randall Kippenbrock 4-17-15

Randall Kippenbrock **Date**
SFSWMA Executive Director

Joseph M. Maestas 4-16-15

Joseph M. Maestas **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**

ANDELA Products 493 State Route 28 · Richfield Springs, NY · PHONE: (315) 858-0055 · FAX: (315) 858-2669
website: www.andelaproducts.com email: info@andelaproducts.com

9/30/14

Santa Fe Solid Waste
149 Wildlife Way
Santa Fe, New Mexico 87506

To Whom it may concern,
The Andela Pulverizer System has a number of wear parts including parts that are specified to the Andela patented design. The single source for the purchases of these wear parts is Andela Products, Ltd. Andela Products is the only authorized distributer for parts, and service in the united states. There are no other providers of parts or service in New Mexico.

Best Regards,

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