



City of Santa Fe, New Mexico

Memorandum



DATE: September 11, 2020

TO: Fran Dunaway, Chief Procurement Officer

VIA: Gino Rinaldi, Senior Services Division Director
Yvette Sweeney, Nutrition Program Manager

FROM: Enrique De Lora, Inventory Supervisor

ITEM AND ISSUE:

Request for the Approval of purchase of paper Meals on Wheels trays in the Total Amount of \$224,424.96 for Oliver Products-Food Trays and Seal Lidding, Four Year Term; Oliver Products Company; Enrique De Lora, esdelora@santafenm.gov, 505-955-4750

BACKGROUND AND SUMMARY:

The DSS annually requests the approval to purchase our Meals on Wheels trays and dessert cups from Oliver Products Company, located in Walker, Michigan. After researching through our various vendors, we have found that Oliver Products is the only vendor who provides this new innovated paper Meals on Wheels trays in the nation.

Our experience with this product has been satisfying as well as beneficial with the delivery of our home delivered meals. Beneficial features of this product include shrink wrapping the meal with a clear plastic cover which seals the entire meal, avoiding any spillage between any food items.

Additionally, Oliver Products provides our program free of charge with their machines to complete the process of sealing Meals on Wheels trays and in return our program purchases product from Oliver Products. This product provides state of the art technology to ensure compliance when transporting/delivering meals as mandated by our funding source the Area Agency on Aging as well as the Environmental Department. With the shrink wrap seal process, this new tray product will maintain food temperature longer during the delivery period as mandated by the aforementioned Agencies.

PROCUREMENT METHOD:

Sole Source

FUNDING SOURCE:

The funding source is:

Fund Name/Number: General Fund/Fund 241

Munis Org Name/Number: Senior Nutrition Programs/2410114

Munis Object Name/Number: Operating Supplies/530200

ACTION REQUESTED:

Department Name respectfully requests your review and approval.



City of Santa Fe, New Mexico



SOLE SOURCE REQUEST AND DETERMINATION FORM

This sole source request form must be submitted to the City of Santa, Purchasing Division for authorization, determination and processing by the Chief Procurement Officer (CPO).

Please ensure to complete this form in its entirety - () must be completed.*

*Date: 09/11/2020

*Prepared By: Enrique De Lora

*Title: Inventory Supervisor

*Vendor Name: Oliver Packaging and Equipment Company

*Address: 3236 Wilson Drive NW

*City: Walker

*State: MI

*Zip Code: 49534

*Description of Goods/Service to be procured:

*Estimated Cost: \$224,424.96

Term of Contract:
(One (1) year from award) Four years from award

*Sole Source Request Justification Questions 1-4.

1. Explain the purpose/need of purchase. Ensure to include a thorough scope of work for the services, construction or items of tangible personal property (if this is an amendment request to an existing contract, attach current contract).

After conducting a complete search of available sources and consulting with various vendors, there is only one source for this required service. Oliver Packing and Equipment provides the sealing machines and maintenance while purchasing their items. We have found that other vendors do not provide machines or maintenance and require us to purchase current machines as they become outdated.



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2. Provide a detailed explanation of the criteria developed and specified by the department as necessary to perform and/or fulfill the contract.

X

The contractor has affirmed sole source for the services, construction or items of tangible personal property (*Attach memo from vendor*). Provide documentation of due diligence for other possible vendors/contractors to provide the requested services/goods proved unsuccessful; or

Other: explanation of the reasons, qualifications, proprietary rights or unique capabilities (*unique and how this uniqueness is substantially related to the intended purpose of the contract*) of the prospective contractor that makes the prospective contractor *the one source* capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”) *Unique and how this uniqueness is substantially related to the intended purpose of the contract.*

N/A

3. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.

Various vendors such as Ben E. Keith Foods, Shamrock Foods, Sysco Foods, Just the Best, and Sobien's will provide Oliver trays with a 30% increase on top of what we currently pay ordering directly from Oliver Packaging and Equipment Company. Webstaurant Store provides a similar 3-compartment tray (lids purchased separately) for \$97.28 per case (250) trays which comes out to \$.39 a tray whereas Oliver's 3-compartment tray (film included) is \$198.22 per case (800) trays which comes out to \$.25 a tray.



City of Santa Fe, New Mexico



*Approvals:

Based on the above facts, the City of Santa Fe Purchasing Officer has made the determination that the justification for a Sole Source procurement is in accordance with the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978 and shall be posted for a 30-day period prior to award.

Fran Dunaway (Sep 16, 2020 14:49 MDT)

Sep 15, 2020

Fran Dunaway, CPO
Purchasing Officer for the
City of Santa Fe

Date

Pursuant to the State Procurement Code, Section 13-1-126 Sole source procurement., 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.*

Fran Dunaway, CPO
Purchasing Officer for the
City of Santa Fe

Date

*Required Attachments:

****Letter from Contractor acknowledging they are the only source (on their business letterhead and signed by the head of business or financial operations),***

****Quote from sole source Contractor***

****Agenda Item to be presented to City Council if over \$60,000 for Professional Services and \$60,000 for Goods and Non-Professional Services***

August 10, 2020

SOLE SOURCE LETTER

To Whom It May Concern:

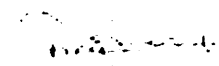
This letter serves as a sole source document for products sold by Oliver Packaging & Equipment Company to the City of Santa Fe.

These products (part# 50575) are sold as a complete system and this system is unique to Oliver Packaging & Equipment Company. Our system combines these trays and specialized sealant film to produce a finished product unique to Oliver. As a result, the sealing machine required for this system is provided on a cost-free loner basis with the purchase of these consumable products.

To my knowledge, no other manufacturer/vendor provides a combined system like ours to this market.

Please let me know should you need further details.

Sincerely,



Amy Delp
Director of Customer Care
Oliver Packaging & Equipment Company

Estimate

8/31/2020 5:35:02 PM



Oliver Packaging & Equipment Company
3236 Wilson Dr NW
Walker MI 49534
United States
616-356-2950

Customer: 17671

Enrique De Lora
Senior Citizens Division - City of Santa Fe
1121 Alto St
Santa Fe NM 87501-2483
United States

Phone:

Fax:

Estimate	Terms	Quote Date	Expiration Date	Salesperson	Customer Currency	
E000002441	Net 30	8/31/2020	9/30/2020	102	USD	US Dollar
		Quantity	Item	Unit Price	Extended Price	
		36.000		94.76000	3,411.36	
		CA	72774 Bags 6"x8.75" 5000			
		48.000		177.96000	8,542.08	
		CA	57415 Cup 1C Plastic 6oz			
		48.000		56.77000	2,724.96	
		RL	58792 Film Roll 6.75" 440' 50 RL33T Perforated			
		192.000		204.17000	39,200.64	
		CA	50575 Tray 3C Fiber w/Film 15.5/6.5/6.5oz			
		40.000		55.68000	2,227.20	
		RL	78432 Film Roll 8.75" 480' 50 OCLFT Printed			

Estimate



8/31/2020 5:35:02 PM

Oliver Packaging & Equipment Company
3236 Wilson Dr NW
Walker MI 49534
United States
616-356-2950

Customer: 17671

Enrique De Lora
Senior Citizens Division - City of Santa Fe
1121 Alto St
Santa Fe NM 87501-2483
United States

Phone:

Fax:

Estimate	Terms	Quote Date	Expiration Date	Salesperson	Customer Currency
E000002441	Net 30	8/31/2020	9/30/2020	102	USD US Dollar

Sale Amount: 56,106.24

Order Disc(0.0000%): 0.00

Surcharge: N/A

Sales Tax: 0.00

Misc Charges: 0.00

Total Amount: 56,106.24

Due to the effects of the COVID-19 pandemic on OPEC/its suppliers, you agree OPEC is excused from performance/delay to the extent OPEC is unable using reasonable commercial efforts to perform its obligations.

SENIORS -Sole Source Oliver Revised

Final Audit Report

2020-09-15

Created:	2020-09-15
By:	YODEL CATANACH (yocatanach@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-1sY0lyTg1U9cB3EvVHdULGYWSFuuEBO

"SENIORS -Sole Source Oliver Revised" History

-  Document created by YODEL CATANACH (yocatanach@ci.santa-fe.nm.us)
2020-09-15 - 8:23:07 PM GMT- IP address: 63.232.20.2
-  Document emailed to Fran Dunaway (fadunaway@santafenm.gov) for signature
2020-09-15 - 8:23:58 PM GMT
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