



# 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: 2/25/2022

\*Prepared By: Danita S. Boettner

\*Title: Procurement Manager/Landfill Manager

\*Vendor Name: CP Manufacturing Inc.

\*Address: 6795 Calle de Linea

\*City: San Diego

\*State: CA

\*Zip Code: 92154

\*Description of Goods/Service to be procured:

\*Estimated Cost: \$60,000 (Annually)

Term of Contract: One (1) to Four (4) year from award 4 Years

\*Sole Source Request Justification Questions 1-3.

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).

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. CP Manufacturing specific parts and support are procured on an as needed basis for equipment maintenance purposes.



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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.

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 over the next four years. 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.

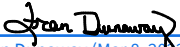


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**\*Approvals:**

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 (Mar 8, 2022 14:11 MST)	Mar 8, 2022
_____ 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 objections to the award to the above referenced contractor were received. *This Sole Source determination will be valid for a period of four (4) years from the date of the award.***

_____ Fran Dunaway, CPO Purchasing Officer for the City of Santa Fe	_____ Date
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**\*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)*
- \*Agenda item to be presented to SFSWMA's Joint Powers Board if over \$60,000 for Professional Services and \$60,000 for Goods and Non-Professional Services*



## CP MANUFACTURING, INC.

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*Manufacturers of Recycling Machinery*  
6795 Calle de Linea, San Diego CA. 92154

**Tel: 619-477-3175 or 800-462-5311 • Fax: 619-477-0713**

January 01, 2022

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 includes specialized equipment and conveyors built under our job number 2077. There are no other known 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 or for more information. My extension is 203.

Sincerely,

Brian Pressley  
Customer Service Supervisor

A handwritten signature in black ink, appearing to read 'B Pressley', is written over a horizontal line. The signature is fluid and cursive.