



# 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: Van Dyk Baler Corp.

\*Address: 78 Halloween Boulevard

\*City: Stamford

\*State: CT

\*Zip Code: 06902

\*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 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. Van Dyk/Bollegraaf 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 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 over the next four years. 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.

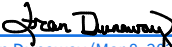


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**\*Approvals:**


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 14:08 MST) Mar 8, 2022  


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

**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 (Apr 13, 2022 11:03 MDT)  


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

**\*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*



DESIGN, SALES AND SERVICE FOR BOLLEGRAAF, LUBO AND TOMRA

January 28, 2022

**Santa Fe Solid Waste Management Agency**

Randall Kippenbrock

149 Wildlife Way

Santa Fe, NM 87506

Dear Randall Kippenbrock,

This letter confirms 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 and Lubo 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 our customers of our equipment.

Sincerely,

A handwritten signature in blue ink, appearing to read "C. Bova", with a long horizontal flourish extending to the right.

Christopher P. Bova

Director of Operations

**SALES LOCATIONS**

NORTHEAST • MID ATLANTIC • SOUTHEAST • SOUTHWEST

MID WEST • WEST COAST • NORTHWEST • ONTARIO • MEXICO

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VAN DYK RECYCLING SOLUTIONS IS THE TRADE NAME FOR VAN DYK BALER CORP. AND LUBO USA, LLC

**MAIN OFFICE**  
360 DR MLK JR DRIVE  
NORWALK, CT 06854  
203 967 1100 Main  
203 967 1199 Fax  
info@vdrs.com  
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