



# 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: 2/28/2023

\*Prepared By: Danita S. Boettner

\*Title: Procurement Manager/Landfill Manager

\*Vendor Name: Morbark, LLC

\*Address: 8507 S Winn Road

\*City: Winn

\*State: MI

\*Zip Code: 48896

\*Description of Goods/Service to be procured:

\*Estimated Cost: \$90,000 (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).

In 2021, the SFSWMA's Joint Powers Board approved the purchase of the Morbark 3400XT Wood Hog Grinder for the mulching operation at the Buckman Road Recycling and Transfer Station (BuRRT) (Sourcewell Contract No. 050119-MBI). Due to Morbark's proprietary knowledge of the machine, the primary focus of this sole source is to obtain:

- Morbark specific parts,
- Technical support,
- Diagnostics, and
- Repairs.

Morbark specific parts and support are procured on an as needed basis for the equipment.



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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.

In 2021, the SFSWMA's Joint Powers Board approved the purchase of the Morbark 3400XT Wood Hog Grinder for the mulching operation at the Buckman Road Recycling and Transfer Station (BuRRT) under Sourcewell Contract No. 050119-MBI. Morbark has proprietary knowledge and manufacturing techniques for Morbark specific parts. The majority of parts used to maintain the equipment are equipment specific. Also, by consulting directly with Morbark, the SFSWMA gains access to the extensive knowledge and technical support for the specified equipment. There are no other manufacturers of proprietary parts. Therefore, the use of Morbark for parts, technical support, diagnostics and repairs will minimize the costs of maintenance and repair over the next four years. There are no vendors or manufacturers in New Mexico that can provide the necessary Morbark parts, technical support, diagnostics and repairs for the Morbark 3400XT wood hog grinder 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.

<i>Travis Dutton-Leyda</i>	3/3/2023
Travis Dutton-Leyda, CPO	Date
Purchasing Officer for the	
City of Santa Fe	

Contacted many mechanic shops in New Mexico and they all could not provide the service

**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.***

Travis Dutton-Leyda, 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*



**MORBARK®**

Feb 21, 2023

Danita Boettner  
Santa Fe Solid Waste Management Agency

Hello Danita,

Morbark, LLC, is the sole source of OEM replacement parts, technical support and labor for your Morbark equipment in the state of New Mexico.

With more than 65 years of manufacturing quality machines, Morbark offers unmatched proprietary replacement parts that have been designed with specific manufacturing techniques to offer longevity and reduced cost to help keep your equipment up and running that no other company will be able to provide.

Our service department is staffed with technicians that offer years of knowledge on Morbark equipment to help trouble shoot any issues you may experience. If onsite technical assistance is needed a field service mechanic can be scheduled to work on your Morbark.

Please call 1-800-255-8839 for all your parts and service needs between the hours of 8am-5pm EST Monday thru Friday.

Best regards,

Erik Traynor  
Aftermarket PSS  
Morbark, LLC