Daniel "Danny" Mayfield
Commissioner, District 1

Miguel Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3

Kathleen Holian
Commissioner, District 4

Elizabeth Stefanics
Commissioner District 5

Katherine Miller
County Manager

July 22, 2013

TO: Procurement File

FR: Bill Taylor, Procurement Manager BT

RE: Sole Source Determination for Oliver Packaging

Issue

The Health and Human Services Department of Santa Fe County is requesting a sole source determination for the purchase of food containers that are part of the packaging system for the home deliveries of meals. HHS purchased the food packaging system through the appropriate procurement method in 2010. This system is a complete system and is unique to Oliver Packaging & Equipment Company This system combines these trays/cups and specialized sealant film to produce a finished unique Oliver. As a result, the sealing machine requires the purchase of these consumable products.

Determination

The Purchasing Department has made the determination that the purchase of these consumable products is a sole source procurement pursuant to the NMSA 1978 13-1-126 that "a contract may be awarded without competitive sealed bids or competitive sealed proposals regardless of the estimated cost when the state purchasing agent or a central purchasing office makes a determination, after conducting a good-faith review of available sources and consulting the using agency, that there is only one source for the required service, construction or item of tangible personal property".

Additional Information:

Vendor-	Oliver Packaging & Equipment Company Dept. Ch 16944 Palatine, IL 60055-6944
Deliverables-	Cups for Home Delivered Meals – 36 cases at $123.60/case Film for Cups - 18 cases, $69.00/case
Amount of Purchase-	$5,938.00