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Commissioner, District 4

**Liz Stefanics**  
Commissioner, District 5

**Katherine Miller**  
County Manager

October 25, 2016

TO: Procurement File

FR: Bill Taylor, Procurement Manager *BT*

RE: **Sole Source Determination for Oliver Packaging Products - \$17,760.00**

***Issue***

The Health and Human Services (HHS) 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.

Oliver Company is the only company that can provide trays that can be heat sealed. The heat sealing packaging is the only method that will maximize frozen meal storage life, in accordance to the criteria set forth with the Non-Metro Area Agency on Aging Standards & Policies, Section VII, Number 714.B.15.g.i.ii.

The Department conducted a good-faith effort of contacting available sources and found that other Food Supply Companies do not provide food trays that allow for the heat sealed packaging method. In addition, their items cost more than the Oliver Company 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".

**Purchase Information:**

Vendor- Oliver Packaging & Equipment Company  
PO Box 8506  
Carol Stream, IL 60197-8506

Deliverables- 96 cases of 3C paper trays with Film/800 trays per case @ \$185.00/case  
Amount of Purchase- **\$ 17,760.00**