



# 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: Tarpomatic Inc.

\*Address: 512 45<sup>th</sup> St. SW

\*City: Canton

\*State: OH

\*Zip Code: 44706

\*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).

The SFSWMA has two Tarpomatic machines that were purchased as approved by the Joint Powers Board to deploy tarps for alternative daily cover at the Caja del Rio Landfill. Tarpomatic is the sole source manufacturer and provider of Tarpomatic branded equipment and support parts across the world, including the United States and New Mexico. Tarpomatic's parts and technical support are associated with maintenance of the machine. Tarpomatic 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.

Tarpomatic has proprietary knowledge and manufacturing techniques for several parts. Most parts are equipment specific. By accessing directly with Tarpomatic, the SFSWMA gains access to the extensive knowledge (technical assistance) of the specified equipment, which minimizes labor, and provides for efficient service of the equipment. The use of other manufacturers of these types of equipment would likely be incompatible and would, therefore, require more extensive modification than necessary to repair the equipment; thus, the probable cost of maintenance and repair of the Tarpomatic machine by other vendors is likely to be higher. Therefore, going directly to Tarpomatic for parts and technical support will minimize the costs for maintenance and repair of the machines over the next four years. The SFSWMA finds Tarpomatic to have the best possible price for their technical support and timeliness of parts delivery due to their proprietary manufacturing techniques and holding several patents, copyrights, and trademark registrations. There are no other vendors or providers in the United States or New Mexico that can provide the necessary parts and technical support for the multiple Tarpomatic machines utilized to deploy tarps for alternative daily cover at the Caja del Rio Landfill.

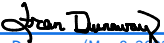


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**\*Approvals:**

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 14:07 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*

January 21, 2022

Randall Kippenbrock, PE  
Executive Director  
Santa Fe Solid Waste Management Agency  
149 Wildlife Way  
Santa Fe, NM 87506

Mr. Kippenbrock,

Tarpomatic is the only dealer for parts and service (for warranty) in the state of New Mexico and is necessary to purchase the ancillary (replacement parts, remote control, etc.) from Tarpomatic, since we are the only manufacturer in the world of the equipment. Tarpomatic retains an ample inventory supply of replacement parts for immediate shipment.

If you have any questions or need any further assistance in this matter, please do not hesitate to call our offices toll free at the number listed below. I may be reached directly at (225)268-7234.

Best Regards,



Marlon Yarborough  
Tarpomatic, Inc.  
Marketing and Sales Manager  
[marlonyarborough@tarpomatic.com](mailto:marlonyarborough@tarpomatic.com)  
(800)500-5069