

NMHU PURCHASING DEPARTMENT

SOLE SOURCE JUSTIFICATION FORM

A sole source procurement is one for which only one vendor is capable of or allowed to perform a particular service and/or construction or for a tangible item that can be offered by only one vendor. A sole source procurement must comply with §13-1-126 and §13-1-128 N.M.S.A. 1978 and all other state statutes and federals pertaining to sole source procurements.

Submittal of this form is one of the steps required prior to approval of the procurement (approved via issuance of a purchase order). If this procurement is approved by the NMHU Purchasing Department it will then be posted onto the University's website and the State of New Mexico's Sunshine Portal. The posting will be for no less than thirty (30) calendar days. If a potential vendor submits a protest against a sole source procurement within that timeframe, the sole source will not be awarded until, and if the protest is resolved.

This form must be completed in its entirety. If it is not completed in its entirety it will not be accepted and will be returned to the requestor.

Describe the tangible item(s), construction and/or service(s) you would like to procure.

A high pressure autoclave for growing quartz crystals which includes all associated hardware, i.e., heaters, thermocouples, and pressures gauges.

Provide the following:

Vendor Name Parker-Autoclave Engineers

Address
8325 Hessinger Drive
Erie, PA 16509

Name of Company Representative

Company Contact Information

Email Vince Bardo vince.bardo@parker.com
Telephone 814-860-5769
Fax 814-866-7748



Amount of Proposed Sole Source \$ 24976.88

Can this procurement be made by the regular Invitations for Bids (lowest bid amount) or Request for Proposals (qualifications-based) process? If not, explain why.

A search of possible vendors to engineer and produce the desired high pressure autoclave yielded only two possible vendors; Parker-Autoclave Engineers and Orbit Research Associates. A number of companies produce low pressure autoclaves, but only the two listed above build high pressure units (> 23,000 psi). I contacted Orbit via email, I received a reply email from an Asian company (not Orbit), which I then responded to. I am still awaiting a response from the email I sent.

What other tangible items, services or construction methods did you consider? Specify the specifications, sources, technical data and any other non-tangible factors that you considered.

N/A

Which other companies did you contact for the tangible item(s), construction and/or service(s)? Provide the name of the company, representatives you spoke to and contact information.

See above.

Did you rely on information from other individuals to make your determination, if so by who and what information did they provide?

N/A

Provide any additional information that may be useful in making a determination.

The design, engineering, and manufacture will take approximately 12 weeks and the grant funding this purchase ends August 31, which means that I must take delivery by that time. As of today I have 14 weeks, so it is imperative that I place the order as soon as possible.

Attach to this department quotes, technical specifications or other data that describes the tangible item(s), service(s) and/or construction.

I certify that all the information provided in this document and all attachments (if applicable) are to the best of my knowledge and I understand that there are penalties for willful violations of the State of New Mexico Procurement Code.

David Sammeth, Chair

Requestor Name and Title


Signature

5/14/15
Date

APPROVALS:

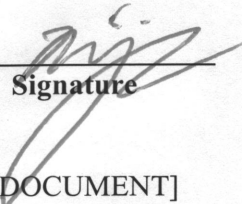
see above

Department Head or Dean
(if different from above)
Name and Title

Signature

Date

Michael Savatka, Director
Purchasing Department
Name and Title


Signature

05/15/15
Date

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