



SOLE SOURCE REQUEST FORM

For procurements over \$25,000
Per OSU Standard 03-010, section 5.2.1, subsection f.i.

Sole source is defined as the **only** source that can provide a particular product or service, which **meets** required specifications, skills, critical parameters or timeframes that **meet** the research and/or business **needs** of the university.

This completed form and attached supporting documentation are used to request a sole source determination from the Procurement, Contracts and Materials Management (PCMM) unit. Forms lacking sufficient information and/or supporting documentation may be returned to the department for correction and/or completion. PCMM will advertise approved decisions to award a sole source contract on the OSU business and bid opportunities website for 7 calendar days prior to procurement of goods or services.

Department Information:

Contact Name:	Christine Golden
Phone:	(541) 867-0200

Department:	Ship Operations
Email:	goldenc@oregonstate.edu

Purchase Information:

Supplier Name:	Hammerquist
----------------	-------------

Total Amount:	\$ 72,836.00
---------------	--------------

Is federal funding involved, or will federal funding be involved in the future? YES NO

If YES, what type of agreement exists between OSU and the federal awarding agency?*

Grant Cooperative Agreement Contract

* If unsure what type of funding, contact the Business Center.

Supporting Documentation (check all that apply and attach documentation that supports the sole source verification):

- Communications, including email and summary documentation of verbal conversations, with suppliers and/or subject matter experts detailing the basis of their expertise
- Manufacture specification sheets or white papers with equipment specifications and analysis that demonstrate other suppliers do not meet minimum research/business needs
- Supplier qualifications, certifications, and expertise (not available from other suppliers) required to meet minimum research/business needs
- Documentation demonstrating other suppliers cannot meet minimum specifications or skills
- Project schedule or documentation demonstrating time constraints
- Internet research
- Other: _____

Continued on page 2

Sole Source Justification (If space provided for responses is not enough, you may attach additional documents):

1. State the research/business need for the procurement:

One of the West Coast Van Pool Cold Portable Laboratory units suffered a major failure to the A/C unit's evaporator coil while on a research cruise off the coast of Costa Rica. A Hammerquist technician was sent to fix the issue onboard while the ship was in port at Puntarenas. The technician was able to provide a quick fix to the unit for the remaining duration of the cruise, but made mention that the unit was badly corroded and needed to be replaced at a time when the van was back at the Ship Operations facility.

The Cold Portable Laboratories are unique in that they are portable refrigeration systems for use at sea. The scientists that use Cold Labs require constant temperature regulation to ensure that they don't lose their work/samples. An experienced vendor is necessary to ensure that the units are repaired properly.

Hammerquist has extensive experience with our portable cold laboratories. These units are custom built and are not familiar with most air conditioning servicers. In the past few years, Hammerquist has been the exclusive servicer of our Cold Portable Laboratories

After many years of going through local providers for A/C service in these units, Hammerquist has been the most consistent and successful in ensuring the units are in working order.

2. List the minimum specifications, skills, and/or expertise required for the research/business need (if product ***must*** be compatible with existing equipment, include brand and model of the existing equipment):

Hammerquist has extensive experience with our portable cold laboratories. These units are custom built and are not familiar with most air conditioning servicers. The Cold Portable Labs are built to operate while at sea and are not built like household A/C or landbased commercial A/C units.

3. State how the specifications, skills, and/or expertise meets the minimum research/business need:

These units are custom built and specialized. They are not familiar among other air conditioning service providers. Ensuring that the same vendor with past servicing is used allows for continuity in the service history of the portable lab.

4. Detail why the selected supplier is the only entity that meets the minimum specifications, skills, expertise, compatibility, and/or time constraints for the research/business need:

Hammerquist has extensive experience with our portable cold laboratories. These units are custom built and are not familiar with most air conditioning servicers.

5. Detail the investigation done to verify the supplier meets the definition of sole source above (include details on why other suppliers cannot meet the research/business need. List names of other suppliers contacted or investigated **and** attach back-up documentation):

Hammerquist has extensive experience with our portable cold laboratories. These units are custom built and are not familiar with most air conditioning servicers. In the past few years, Hammerquist has been the exclusive servicer of our Cold Portable Laboratories

After many years of going through local providers for A/C service in these units, Hammerquist has been the most consistent and successful in ensuring the units are in working order.


Other vendors were not contacted per Marine Superintendent Kaya Johnson. Please see email correspondence attached.

Procurement and Contract Services Internal Use Only:

PCMM provided public notice to award a sole source contract for 7 calendar days:

From 25-July-2022 through 31-July-2022.

Acting with authority as designee of the Chief Procurement Officer, I hereby approve this procurement as a sole source per OSU Standard 03-010, section 5.2.1 subsection f.i.



Signature

25-July-2022

Date