**Sole Source Documentation Form**

Established procurement policies require the University to seek competition to the maximum practicable degree. A contract may be negotiated for sole source purchases when there is only one firm that can provide the product/service to meet the department’s essential requirements. A sole source justification cannot be based on price.

By completing this form, I am attesting to the accuracy of the information provided and understand this document will be included in the procurement file. This information may be audited or provided to interested parties under the Virginia Freedom of Information Act.

Furthermore, submission of this document constitutes acknowledgement the requestor has no personal, financial or fiduciary relationship with the recommended firm.

| **End User Name** | Kendall Sargent |
| --- | --- |
| **End User Email** | [sargentk@vcu.edu](mailto:sargentk@vcu.edu) |
| **Department:** | CLSE |
| **Date:** | 6/30/2021 |
| **Requisition Number:** |  |
| **Amount:** | $16,274 |

| **Recommended Firm** | Hamilton |
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(*Note: If the product/service is available through multiple distributors, it is not justifiable as a sole source*)

**Describe the product/service requested**:

| Hamilton fume hood for West Lab 107. |
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**State the unique design/performance features (for products) or the unique qualifications/experience (for services) that are essential to meet your specific requirements**:

| The fume hood from Hamilton is prewired and piped at the factory before shipment. It has also an air flow monitor / alarm for safety. |
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**Market research for the requested product/service was conducted using the following (check all that apply):**

Professional Expertise (individual or colleague)  Internet  Trade Journals  Conference / Vendor Expo Other (explain):

|  |
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**Identify the other products/services and firms considered and state the reason(s) why they did not meet your requirements. If no other products/services and firms were considered, select the appropriate reason(s) from the list below:**

Integral part or accessory compatible with existing equipment. State manufacturer and model below:

Maintenance service for existing equipment. State manufacturer and model below:

Upgrade or maintenance for existing software. Identify existing software below:

Used in research and is required to provide continuity of results.

Copyrighted or patented and only available from the recommended firm.

Considerable re-orientation and training would be required.

Other (describe below):

| Grainger – fume hood is not piped  New England Lab – fume hoods do not fit in designed space |
| --- |

**Based on my professional experience and knowledge of the marketplace, submission of this document constitutes acknowledgement that the price offered is considered to be fair and reasonable.**

| **Required:** |  |
| --- | --- |
| Signature of Requestor |  |
| Name of Requestor | Kendall Sargent |
| email of Requester | sargentk@vcu.edu |
| Phone Number of Requestor | 804 828 7789 |

Submit requisition, completed sole source documentation form, and a current quotation/proposal from the firm. Please use additional sheets if necessary.