

**INTENT TO AWARD SOLE SOURCE CONTRACT**

<b>Title</b>	Intent to Award Sole Source Contract - Determination and Findings
<b>Notice Date</b>	May 14, 2014
<b>Response Due Date</b>	May 21, 2014
<b>Reference Number</b>	0006227
<b>Contract Description</b>	The University of the District of Columbia (UDC), Department of Mechanical Engineering, School of Engineering and Applied Sciences has an immediate need for a convection and radiation heat transfer unit.
<b>Vendor Name</b>	Armfield, Inc., through Ronald A. Williams, LTD
<b>Point of Contact</b>	Tracy Williams Contract Specialist twilliams@udc.edu

# **Determination and Findings for Sole Source Procurement**

**Reference No.:** 0006227

**Caption:** Combined Convection and Radiation Heat Transfer Unit

**Proposed Contractor:** Armfield, Inc.

**Program Agency:** University of the District of Columbia,  
Department of Mechanical Engineering  
School of Engineering and Applied Sciences

## **FINDINGS:**

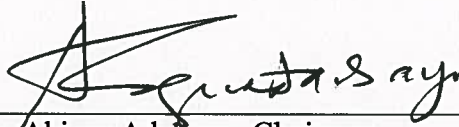
1. **Authorization:** D.C. Code § 2-354.04, 8(b) DCMR Chapter 30, Section 3019, 3019.1, 3019.4 and 3019.5.
2. **Minimum Need:** The University of the District of Columbia, Department of Engineering and Aerospace Technology has a minimum need to procure a convection and radiation heat transfer unit.
3. **Estimated Cost:** The estimated cost of \$10,720 is found to be fair and reasonable.
4. **Facts Which Justify Single Available Source Procurement:**
  - 1) This technical equipment is being procured for the purpose of standardization; this standardization of the equipment is in the best interest of the University.
  - 2) The equipment will be used to meet the University's requirements for replacement parts or additional units that are compatible with existing University equipment.
  - 3) Armfield, Inc. is the sole manufacturer of the HT14-B Combined Convention and Radiation Heat Transfer Unit.
  - 4) Ronald A. Williams, LTD, is the exclusive agent for Armfield Inc., thus making them the sole source provider for the convection and radiation heating transfer unit in the Washington, DC area.
  - 5) Packaged with the equipment are copyrighted laboratory manuals that provide comprehensive student exercises. These manuals are unique to this equipment only.

6) It is in the best interests of the University/District to meet its requirements through procurement of the goods from the proposed contractor.

**5. Certification by Department Head:**

I hereby certify that the above findings are true, correct and complete.

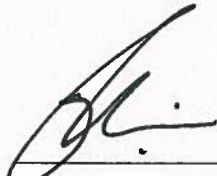
May 13, 2014  
Date

  
\_\_\_\_\_  
Dr. Abiose Adebayo, Chairman  
Department of Mechanical Engineering  
School of Engineering and Applied Sciences

**6. Contract Specialist Certification:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited statutory authority. I recommend that the Contracting Officer approve the use of the sole source procurement method for this proposed contract.

05/13-2014  
Date

  
\_\_\_\_\_  
Tracy Williams  
Contract Specialist

**7. Determination:**

Based on the above findings and in accordance with D.C. Official Code § 2-354.04, 8(b) DCMR Chapter 30, Section 3019, 3019.1, 3019.4 and 3019.5, I hereby determine that the above, Combined Convection and Radiation Heat Transfer Unit, described herein should be procured from **Armfield, Inc.** It is further determined that: this action is in the best interest of the University; the cost to the University is fair and reasonable.

5/13/2014  
Date

  
\_\_\_\_\_  
Mary Ann Harris  
Chief Contracting Officer