Proposed Sole Source Purchase Form

Pursuant to New Mexico Procurement law, the UNM Purchasing Department will post your completed form on the UNM Sunshine Portal for 30 days prior to purchase of the goods/services.

I. GENERAL INFORMATION. PLEASE PROVIDE THE FOLLOWING:

<table>
<thead>
<tr>
<th>Date of Request</th>
<th>10/31/2019</th>
<th>Requisition Number (If Applicable)</th>
<th>PR# 125308789</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Submitted by</td>
<td>Geoffrey Courtin</td>
<td>Title</td>
<td>SEM Lab Manager</td>
</tr>
<tr>
<td>Department</td>
<td>Center for Micro-Engineering Materials / Service Center</td>
<td>Email</td>
<td><a href="mailto:gcourtin@unm.edu">gcourtin@unm.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone</td>
<td>277-1335</td>
</tr>
<tr>
<td>Proposed Vendor</td>
<td>Hitachi High Technologies America Inc., Serv Agreement# 7000007576</td>
<td>Amount</td>
<td>Estimated Yearly Amount $29,947.80</td>
</tr>
<tr>
<td>Buyer Team - See Commodity list at <a href="http://www.unm.edu/~purch/commcodes.pdf">http://www.unm.edu/~purch/commcodes.pdf</a></td>
<td>Team 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Provide a basic description of goods/services to be provided:

Hitachi company will provide 1-year maintenance service agreement / Option 2 type: includes unlimited on-site emergency service Mon-Fri, 8am – 5pm, excluding HTA *Hitachi* holidays with 48-hours response time, includes 1 per year preventive maintenance service and parts coverage. Contract Renewal on the Hitachi S-5200 SEM Microscope (serial 0623-02), used at the Service Center of Center of Micro-Engineering Materials, SEM Lab located @ AML Building / Technology Park, 1001 University Blvd, SE, Suite 103, Albuquerque, NM 87106.

Why is this purchase needed?

The maintenance performed on this complex Hitachi S-5200 SEM Microscope (serial 0623-02), has to be performed by trained authorized technicians. Hitachi services are responsive and knowledgeable and there are required to for appropriate SEM performance as well as prevent catastrophic failures.

II. BASIS FOR SOLE SOURCE PROCUREMENT. CHOOSE APPLICABLE BOX(ES) AND PROVIDE ADDITIONAL INFORMATION, AS REQUESTED:

- Proprietary item, technology or service only available from the proposed vendor. (Check box and describe proprietary component)

  Hitachi is the manufacturer of the Scanning Electron Microscope and hence is the only company that provides a full service contract on this microscope.

- Compatibility requirement with existing item, technology or service. (Check box and describe compatibility requirement)
Renewal of support/maintenance/subscription of software, technology or other intellectual property. (Check box and describe)

This is the 13th term renewal of the maintenance and service agreement from originally purchase the Scanning Electron Microscope in 2004, except 2014 and 2013 when The Remi Group was used.

Other Basis for Sole Source: Please describe below:

III. SUPPLEMENTAL DETAILS. PLEASE PROVIDE ADDITIONAL INFORMATION AS REQUESTED BELOW:

Describe in detail the unique capabilities of the proposed vendor’s goods/service and/or personnel performing the work and why this constitutes the only source. Focus on what is unique about the goods/service and why no other vendor could meet your needs.
The service provider is the manufacturer of the microscope. The technicians are employed and trained by Hitachi. The microscope is unique to Hitachi. There are no other technicians that possess the knowledge to diagnose and repair problems with the instrument.

There are three service plans available from Hitachi. We chose the mid-priced plan for two reasons: the higher-priced plan provides services that we don’t need, while the lower-priced plan doesn’t cover components that are obscenely expensive to repair should they fail doesn’t provide timely response times.

Describe the due diligence made to locate other possible sources including communications with other universities, communications with similar providers, web searches, yellow page searches, review of advertisements and trade publications, etc.

There are no other sources to consult because there are no other qualified service providers.

List the other vendors who were contacted. Please describe the specs/qualifications/criteria that the other vendors were unable to satisfy.

None.