



SOLE SOURCE CERTIFICATE AND POSTING NOTICE

(Greater than \$150,000)

A sole source procurement is when you make a request to purchase product(s) and/or service(s) without competition when competition is otherwise required. This means that product/service is unique and that the supplier is the only supplier that can provide the product or service. In accordance with the authority granted under applicable Florida law and UCF Regulation 7.130, the following documentation is submitted in support of this request.

The purchase requisition can be entered into Workday at any point during the process set forth herein; however, doing so does not ensure approval of the sole source.

The completed sole source must be approved in the following order. **Please be sure to obtain all required signatures before submitting the form to Procurement Services.**

- PI/Researcher/Director/Chair
- President/Vice President/Dean
- Procurement Specialist
- Procurement Services Manager or Associate Director
- Assistant Vice President for Tax, Payables & Procurement, who will review and provide a recommendation to approve or disapprove the sole source to:
- Chief Financial Officer, who will either directly approve or disapprove the sole source, or forward it to the Provost and Executive Vice President for goods/services related to academia for input prior to making the final decision.

Contingent upon the approval of all the officers/individuals listed, the sole source shall be posted on the UCF Procurement Services website for seventy-two (72) hours. Upon expiration of said posting period, Procurement Services will process a purchase order upon receipt of the requisition.

Once the completed sole source is received, Procurement Services reviews the documentation provided and determines whether the sole source is valid or if there are additional suppliers that may be able to provide the requested product or service. The sole source review and approval process varies based on the nature of the product/service being requested and the information provided in the requestor's justification, among other factors, so please keep this in mind when submitting the form.

The usual bidding process shall be conducted if sole source approval is not granted.

PART I: DEPARTMENT AND SUPPLIER INFORMATION

Department Name: School of Public Administration

Contact & Phone: Kelly Stevens

Purchase Request No.: _____

Product/Service Cost: \$290,000

One Time Purchase Term Contract: _____

Multiple Purchases Duration: _____

Company Name: Model Werks, Inc.

Email: daniel@modelwerks.org

Contact Person: Daniel Parke

Title: President

Product and/or Service: Resilience hub

PART II: SOLE SOURCE JUSTIFICATION (see pages 4-5)

Only justifications submitted on this form and in the below format will be reviewed for approval. All of the listed points MUST be fully answered on the following pages and any additional attached pages as needed. Failure to submit justification as outlined in the format below will result in the form being returned without review.

PART III: SOLE SOURCE CERTIFICATIONS

- A. In my professional opinion, this is the only product or service that can reasonably meet my requirement(s)/specification(s), and this is the only supplier who can provide the product or service. I further certify that the information contained herein is true and correct to the best of my knowledge and belief and would withstand any audit or supplier protest.
- B. I, the undersigned, certify that I and/or the user do not have a financial interest in the above named supplier or contractor, and that I am unaware of any conflict of interest related to this purchase.

Digitally signed by Kelly Stevens
Date: 2024.05.21 11:00:21 -0400

Signature

Kelly Stevens

Printed Name and Title (PI/Researcher/Director/Chair)

5/21/24

Date

Digitally signed by B. Grant Hayes
Date: 2024.05.21 15:55:02 -0400

Signature

B. Grant Hayes, Dean

Printed Name and Title (President/Vice President/Dean)

(Delegations not allowed; emails from absent approvers are acceptable)

5/21/2024

Date

I, the undersigned, hereby concur with the above justification and support a sole source approval for the above product(s) and/or service(s). Approvals may be documented and supported via email.

See below email for approval

Signature

Printed Name and Title (Procurement Specialist)

Date

See below email for approval

Signature

**Printed Name and Title
(Procurement Services Manager or Associate Director)**

Date

See below email for approval

Signature

**Printed Name and Title
(Asst. Vice President for Tax, Payables & Procurement)**

Date

See below email for approval

Signature

Printed Name and Title (Chief Financial Officer)

Date

POSTING NOTICE

7/8/2024 at 5:00pm EST

Date/Time Posted

7/11/2024 at 5:00pm EST

Posting End Date

2412

UCF Control No.

Trinh Nguyen

Procurement Specialist

SOLE SOURCE JUSTIFICATION

Please answer the questions below and attach additional documentation if needed.

1. Describe the product(s) and/or service(s) and anticipated use thereof in layman’s language.

A mobile resilience hub to provide energy-related services, educational programming, and amenities to socially vulnerable communities in Orlando during emergency and non-emergency times. The resilience hub is a custom-built operable trailer with solar panels, portable generator, energy storage, and appliances including 2 refrigerators, portable air conditioning, display screens, and electrical outlets.

2. Describe the required specifications or requirements and why are they essential to the accomplishment of your work.

The resilience hub construction must be completed by September 1, 2024 in accordance with National Science Foundation grant requirements. We also require a vendor to build in the Central Florida area and meet requirements set by UCF as well as the City of Orlando - a collaborator on the NSF grant and end-customer for the resilience hub. This list of requirements is attached.

Provide the names of other suppliers, products and/or services that you have investigated and explain why they do not meet the required specifications or requirements. It may be helpful to present your information in a table like the one below.

Required Specifications	Supplier 1	Supplier 2	Supplier 3	Supplier 4
	Y/N	Y/N	Y/N	Y/N
	Y/N	Y/N	Y/N	Y/N
	Y/N	Y/N	Y/N	Y/N
	Y/N	Y/N	Y/N	Y/N

See attachment.

3. State in detail why only this and no other product(s)/service(s) will satisfy the department’s requirements. Description may include unique features, compatibility, specifications, availability, delivery time frame etc. (For example, please list the features or special conditions that are unique and only available from one supplier. Note: Price is not a valid reason.)

The resilience hub described above has been carefully designed with feedback from the UCF research team, Orlando community, City of Orlando, architectural vendor, and advisory board as stipulated in our NSF grant that is funding this project. This design was also developed in close consultation with Model Werks, a specialized, custom-build fabrication company, in a design-phase from January 30-May 15, 2024. The resilience hub is a unique, custom-built structure that can operate independently from the grid to deliver energy-related services and amenities in emergency and non-emergency times. Building a structure that is accessible from the outside, solar-powered, weather resilient, and portable with complete structural engineering review to be road-worthy is a unique challenge. The hub must be designed and built in the 1-year time frame of the NSF grant (October 1, 2023 through September 30, 2024), therefore it must be built by September 1, 2024 at the latest to allow the electrical engineering team at UCF and the City of Orlando to test and inspect it.

4. Are there resellers or distributors? If yes, please list names and contact information.

No.

5. Will this purchase obligate UCF to this vendor for future purchases such as maintenance, licensing, or continuing need? ___ Yes No

If yes, please provide details regarding future obligations and/or needs to include number of years and total spending amount of obligations:

N/A

6. What efforts have been made to obtain the best pricing available? Please provide an explanation to support the belief that the price is fair and reasonable.

The original budget for the NSF proposal was based on cost estimations for appliances, PV panels, batteries, generator, and quotes from an architectural firm for the trailer/enclosure materials, construction labor, and electrical equipment and labor.

The project team (including UCF and City of Orlando) has reached out to multiple potential vendors (including UCF facility and its suppliers) and solicited their interest and quotes. Unfortunately, none of them have the capacity to design, build, and furnish a portable, road-worthy energy resilience hub according to the project requirements.

Model Werks, Inc., a specialized, custom-build fabrication company is the only company that can custom-build this facility by September 1, 2024 within the original grant allocation for the materials and construction of the resilience hub. They are the only company that meets all requirements set by UCF and the City of Orlando described in the table (attached) and required specifications (also attached). Additionally, the material procurement, labor and construction expenses fit within the budget allotted for the grant.

2. Describe the required specifications or requirements and why they are essential to the accomplishment of your work.

The resilience hub construction must be completed by September 1, 2024 in accordance with National Science Foundation grant requirements. We also require a vendor to build the resilience hub in the Central Florida area so the UCF research team and City of Orlando senior personnel can conduct construction progress inspections and evaluate and certify that the resilience hub has been built to meet the operational expectations of the research team before being delivered to the City of Orlando. The vendor shall also possess a valid Florida General contracting license and have:

- an in-house electrical and mechanical engineering team,
- a custom metal and fabrication facility specializing in custom exhibits,
- familiarity with public facing modular education and entertainment structures,
- experience with building roadworthy vehicles,
- the ability to construct a resilient structure that is weather resistant and able to withstand multiple engagements with the public per year.

These requirements are essential to meet the requirements of the grant provided by the National Science Foundation, as well as the end-customer and grant collaborator – the City of Orlando.

3. Provide the names of other suppliers, products and/or services that you have investigated and explain why they do not meet the required specifications or requirements. It may be helpful to present your information in a table like the one below.

Required Specifications	Supplier 1 – Model Werks, Inc.	Supplier 2 – Insane Impact	Supplier 3 – Texas Trailers
Can complete build by September 1, 2024	Yes	No	No
Located in Central Florida	Yes	No	Yes
Florida general contracting license	Yes	Yes	Yes
In-house electrical and mechanical engineering team	Yes	No	No
Custom metal fabrication facility specializing in custom exhibits	Yes	Yes	No

Experience building roadworthy vehicles	Yes	Yes	Yes
Experience building resilient and weather resistant structure	Yes	Yes	Yes
Familiarity with public facing modular education and entertainment structures,	Yes	No	No

From: [Gerald Hector](#)
To: [Joel Levenson](#)
Cc: [Nellie Nido](#); [Brian Sargent](#); [Trinh Nguyen](#)
Subject: RE: Sole Source Certification for Signature - C0088307 Modelwerks
Date: Monday, July 8, 2024 2:30:09 PM
Attachments: [image004.png](#)
[image005.png](#)

Joel:

I approve.

I noted Nellie's concern as well; however, if Model Werks is the only one in this space to do this specialized work, then it should be fine.

Regards,

Gerald L. Hector, CPA
Senior Vice President
Administration and Finance
University of Central Florida
4635 Andromeda Loop N
MH384
Orlando, FL 32816
Tel: (407) 823-1063
Email: gerald.hector@ucf.edu



From: Joel Levenson <Joel.Levenson@ucf.edu>
Sent: Monday, July 8, 2024 8:20 AM
To: Gerald Hector <Gerald.Hector@ucf.edu>
Cc: Nellie Nido <nellie.nido@ucf.edu>; Brian Sargent <Brian.Sargent@ucf.edu>; Trinh Nguyen <Trinh.Nguyen@ucf.edu>
Subject: FW: Sole Source Certification for Signature - C0088307 Modelwerks

Good morning Gerald,

I also approve of this sole source. I believe Nellie's concern of the independence of the design / construction participation is warranted, however can be explained due to the highly customized nature of this build, the requirements of the grant funding of the construction and to ensure a company can actually produce what's expected from the design team. Research into other fabrication companies did not yield any viable results.

If you approve of this sole source, reply all to this email and indicate as such. If you have any questions, we're happy to help.

Thank you,

From: Nellie Nido <nellie.nido@ucf.edu>
Sent: Tuesday, July 2, 2024 4:44 PM
To: Joel Levenson <Joel.Levenson@ucf.edu>
Cc: Brian Sargent <Brian.Sargent@ucf.edu>; Trinh Nguyen <Trinh.Nguyen@ucf.edu>
Subject: FW: Sole Source Certification for Signature - C0088307 Modelwerks

Hi Joel

I'd like to approve this sole source but I do have some concern, although I'm not 100% sure if it's warranted?

My concern is regarding this statement below:

From the sole source document –

“The resilience hub described above has been carefully designed with feedback from the UCF research team, Orlando community, City of Orlando, architectural vendor, and advisory board as stipulated in our NSF grant that is funding this project. This design was also developed in close consultation with Model Werks, a specialized, custom-build fabrication company, in a design-phase from January 30-May 15, 2024.”

While the design and construction phase are independent of each other, if Model Werks was consulted on the design-build – does that create a conflict for the construction?

With this said, Model Werks is the only one who can meet all the requirements as noted below.

Please review and approve/disapprove. If approved, please forward to Gerald for final approval.

Please let me know if you have any questions.

Thanks
Nellie

From: Trinh Nguyen <Trinh.Nguyen@ucf.edu>
Sent: Tuesday, July 2, 2024 8:42 AM
To: Brian Sargent <Brian.Sargent@ucf.edu>; Nellie Nido <nellie.nido@ucf.edu>
Subject: FW: Sole Source Certification for Signature - C0088307 Modelwerks

Good morning, Nellie, and Brian,

Happy Tuesday! Jean and Kelly responded below that the required specs were developed by the UCF research team and City of Orlando for the grant project. They also confirmed that the design and built stages are independent of each other.

Thanks,
Trinh

From: Jean Bagga <Jean.Bagga@ucf.edu>
Sent: Monday, July 1, 2024 2:45 PM
To: Trinh Nguyen <Trinh.Nguyen@ucf.edu>
Cc: Kelly Stevens <Kelly.Stevens@ucf.edu>
Subject: RE: Sole Source Certification for Signature - C0088307 Modelwerks

Hi Trinh. Happy Monday!

The specifications for both the design and the build were devised between UCF and City of Orlando, who is a partner on this and will be presented with the "HUB", which is a tangible product that will be produced by this grant. ModelWerks was not involved in the specs for either stage, and they (the design and the build) are independent of one another.

We appreciate your thoroughness and are here if you have any other questions or concerns.

Thank you,

Jean Bagga

Post Award Specialist III
Research Administration Services Team (RAST)
College of Community Innovation and Education

University of Central Florida
12494 University Blvd., ED 106
Orlando, Florida 32816-1600
407-823-0608
jean.bagga@ucf.edu

People will forget what you said. People will forget what you did. But people will never forget how you made them feel. -Maya Angelou

From: Trinh Nguyen <Trinh.Nguyen@ucf.edu>
Sent: Friday, June 28, 2024 9:59 AM
To: Jean Bagga <Jean.Bagga@ucf.edu>; Kelly Stevens <Kelly.Stevens@ucf.edu>
Subject: FW: Sole Source Certification for Signature - C0088307 Modelwerks

Good morning, Jean, and Kelly,

Can you please confirm who developed the required specifications in the below table for the construction/build stage and if phase 1 (design) is independent of phase 2 (construction/build).

Thank you,
Trinh

From: Nellie Nido <nellie.nido@ucf.edu>
Sent: Thursday, June 27, 2024 5:42 PM
To: Trinh Nguyen <Trinh.Nguyen@ucf.edu>; Brian Sargent <Brian.Sargent@ucf.edu>
Subject: Re: Sole Source Certification for Signature - C0088307 Modelwerks

Hi Trinh
Sorry for missing this with FYE frenzy.

I'm thinking there may be a conflict that Modelworks was awarded the design albeit through competitive process and then will potentially be awarded sole source for the buildout? We wouldn't let a supplier write specifications and then bid/propose on those specifications. OR am I misunderstanding what occurred in phase I?

[@Brian Sargent](#) thoughts - do you agree?

From: Trinh Nguyen <Trinh.Nguyen@ucf.edu>
Sent: Thursday, June 27, 2024 4:18 PM
To: Brian Sargent <Brian.Sargent@ucf.edu>; Nellie Nido <nellie.nido@ucf.edu>
Subject: RE: Sole Source Certification for Signature - C0088307 Modelwerks

Hello,

Hope all is well. The PI is asking for status on this SS. Please let me know if you have any questions.

Thanks,
Trinh

From: Trinh Nguyen <Trinh.Nguyen@ucf.edu>
Sent: Friday, June 21, 2024 8:50 AM
To: Brian Sargent <Brian.Sargent@ucf.edu>; Nellie Nido <nellie.nido@ucf.edu>
Subject: FW: Sole Source Certification for Signature - C0088307 Modelwerks

Good morning Brian and Nellie,

Happy Friday! I have reviewed the attached Modelwerks sole source and can support it with the following reasons. Can you please review to see if you agree or not.

Vendor: Modelwerks
Product: Resilience Hub
Total Amount: \$290,000
Dept: School of Public Administration

Requirement: The research team wants to hire a vendor for the construction/build stage of a custom-built mobile resilience Hub needed for their National Science Foundation grant award. The requirements are outlined in the table below.

Research Conducted: The PI provided the names of three vendors that can provide the custom-built services needed for a mobile resilience hub with the below specifications that are essential to meet the grant requirements as well as the end-customer and grant collaborator, the City of Orlando.

Required Specifications	Supplier 1 – Modelwerks	Supplier 2 – Insane Impact	Supplier 3 – Texas Trailers
Can complete build by September 1, 2024	Yes	No	No
Located in Central Florida	Yes	No	Yes
Florida general contracting license	Yes	Yes	Yes
In-house electrical and mechanical engineering team	Yes	No	No
Custom metal fabrication facility specializing in custom exhibits	Yes	Yes	No



Experience building roadworthy vehicles	Yes	Yes	Yes
Experience building resilient and weather resistant structure	Yes	Yes	Yes
Familiarity with public facing modular education and entertainment structures.	Yes	Yes	Yes

Out of the three vendors, only Modelwerks can meet all required specifications while the other two cannot. The construction of the resilience hub must be completed by 9/1/24, and only Modelwerks can meet that deadline. The vendor must also be in Central Florida so that the UCF research team and City of Orlando can conduct construction progress inspections and evaluate and certify that the built meets the required operational expectations. The vendor must also have a valid Florida General contracting license with in-house electrical and mechanical engineering team and only Modelwerks can meet both requirements while the other two cannot. The PI did confirm in the below email that the vendors listed above are the only ones in the marketplace that can provide the custom build services needed for the project. During their search, they also worked with UCF Facility to find suppliers that can do the work but noted that none could meet the project requirements.

Price is fair and reasonable: The price is considered fair and reasonable given that Modelwerks is the only one that can satisfy all required specifications.

GovSpend: In GovSpend there was only one result for Modelwerks and the purchased was from UCF by the same research team. There are two stages of work for the grant. The first stage was the design stage, and the team went with Modelwerks based on lowest competitive quotes from Modelwerks and Insane Impact. The second stage is the construction/build stage, for which the research conducted above concluded that only Modelwerks can achieve the build phase.

The screenshot shows a search interface for 'Modelwerks' in the GovSpend system. The search results are sorted by 'Issue Date' and show one result for a purchase issued on 12/18/2023 to the University of Central Florida, Florida. The purchase is for a 'Design-build for REACH resilience hub' with a quantity of 1, a unit price of \$60,000, and a total price of \$60,000. The product classification includes '46000000 - Law Enforcement and National Sec...', '46180000 - Personal safety and protection', '46182300 - Fall protection and rescue equipme...', and '46182304 - Anchorage connector'. The interface also includes filters for 'Purchases 1', 'Agencies 1', 'Agency Contacts', 'Companies 1', and 'Analytics \$60,000'. The search bar at the top shows 'MODELWERKS (1)' and a 'SEARCH' button. The bottom of the results shows 'View 10 20 50 100 250' and 'Showing 1 of 1'.

PO Details			
PO-UCF-00034336		\$60,000.00	
Issued Date: 12/18/2023			
Transaction Details			
	University of Central Florida 4000 Central Florida Blvd Orlando, Orange County FL 32816 http://www.ucf.edu (407) 823-2000		Modelwerks
Selected Line Item (#1)			
Design-build for REACH resilience hub		\$60,000.00	
Quantity: 1 Unit: \$60,000.00 Score: 0			
PO Line Items			
LINE ^	DESCRIPTION	QUANTITY	TOTAL PRICE
1	Design-build for REACH resilience hub	1	\$60,000.00

Thanks,
Trinh

From: Jean Bagga <Jean.Bagga@ucf.edu>
Sent: Monday, June 17, 2024 9:27 AM
To: Trinh Nguyen <Trinh.Nguyen@ucf.edu>
Cc: Kelly Stevens <Kelly.Stevens@ucf.edu>
Subject: RE: Sole Source Certification for Signature

Good morning Trinh.

Per your request, attached is the quote from ModelWerks. And yes, we can confirm the list of suppliers we have provided are the only ones in the marketplace that can provide the custom build needed for this resilience hub according to the project requirements as described on the sole source documents.

Jean Bagga

Post Award Specialist III
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People will forget what you said. People will forget what you did. But people will never forget how you made them feel. -Maya Angelou

From: Trinh Nguyen <Trinh.Nguyen@ucf.edu>
Sent: Thursday, June 13, 2024 12:11 PM
To: Jean Bagga <Jean.Bagga@ucf.edu>
Cc: Kelly Stevens <Kelly.Stevens@ucf.edu>
Subject: RE: Sole Source Certification for Signature

Hi Jean,

Can you please provide me with a copy of the quote from Model Werk and can the department please confirmed that the suppliers provided in the sole source are the only ones out in the marketplace that can provide this type of custom-built services.

Thanks,

Trinh Nguyen

Procurement Specialist

Knights Experience Team (kNEXT)

University of Central Florida

Trinh.Nguyen@ucf.edu

☎ 407-823-5889

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From: Jean Bagga <Jean.Bagga@ucf.edu>
Sent: Wednesday, June 12, 2024 4:47 PM
To: Trinh Nguyen <Trinh.Nguyen@ucf.edu>
Cc: Kelly Stevens <Kelly.Stevens@ucf.edu>
Subject: RE: Sole Source Certification for Signature

There are two stages of the work that is being done. The first stage was the design stage, and we set up a PO to pay Modelwerks. But this is a different phase, the build stage, for which we came to the conclusion that there appears to be no other company that can achieve the build that is needed on this project. Please advise on what the next steps would be.

Jean Bagga

Post Award Specialist III

Research Administration Services Team (RAST)

College of Community Innovation and Education

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12494 University Blvd., ED 106

Orlando, Florida 32816-1600

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From: Trinh Nguyen <Trinh.Nguyen@ucf.edu>
Sent: Wednesday, June 12, 2024 3:59 PM
To: Jean Bagga <Jean.Bagga@ucf.edu>
Subject: FW: Sole Source Certification for Signature

Hi Jean,

Yes, I've been busy with Fiscal Year end Reqs so sorry for the delay. I do have a question for clarification. Did Model Werk already started work on this project prior to the submission of this sole source? It was noted in the attachment that *This design was also developed in close consultation with Model Werks, a specialized, custom-build fabrication company, in a design-phase from January 30-May 15, 2024.* The Sole Source should

have been submitted for approval prior to the supplier performing any work on this project and a Purchase order or bilateral agreement/contract should be in place with approved terms and conditions prior to rendering of services or delivery of commodities. Can you please confirm with the PI if work already started or not?

Thank you,

Trinh Nguyen

Procurement Specialist

Knights Experience Team (kNEXT)

University of Central Florida

Trinh.Nguyen@ucf.edu

☎ 407-823-5889

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From: Jean Bagga <Jean.Bagga@ucf.edu>
Sent: Wednesday, June 12, 2024 3:02 PM
To: Trinh Nguyen <Trinh.Nguyen@ucf.edu>
Subject: RE: Sole Source Certification for Signature

Hi Trinh! Hope you are doing well. I know how busy you must be but I just wanted to check and see if there is anything else you might need from me on this?

Jean Bagga

Post Award Specialist III

Research Administration Services Team (RAST)

College of Community Innovation and Education

University of Central Florida

12494 University Blvd., ED 106

Orlando, Florida 32816-1600

407-823-0608

jean.bagga@ucf.edu

People will forget what you said. People will forget what you did. But people will never forget how you made them feel. -Maya Angelou

From: Jean Bagga <Jean.Bagga@ucf.edu>
Sent: Wednesday, June 5, 2024 10:46 AM
To: Trinh Nguyen <Trinh.Nguyen@ucf.edu>
Subject: RE: Sole Source Certification for Signature

Hi Trinh. Please see attached which shows the table that you are requesting.

No, the original award does not name ModelWerks as the supplier. The budget shows the amount of \$384,000 for direct costs-equipment related to the build, for which this sole source is being requested. I am attaching the award document as well.

Please let me know if you need anything else.

Jean Bagga

Post Award Specialist III

Research Administration Services Team (RAST)

College of Community Innovation and Education

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People will forget what you said. People will forget what you did. But people will never forget how you made them feel. -Maya Angelou

From: Trinh Nguyen <Trinh.Nguyen@ucf.edu>
Sent: Wednesday, June 5, 2024 10:18 AM
To: Jean Bagga <Jean.Bagga@ucf.edu>
Subject: Re: Sole Source Certification for Signature

Hi Jean,

I'm reviewing the SS and need the table specifications requirement for my review. It's not attached to the SS form as mentioned in the write-up. Can you please forward. Also, does the official grant award direct/name Model Werks as the supplier for the resilience hub? Do you have a copy of the Grant Award to forward as well.

Thanks,
Trinh Nguyen

Procurement Specialist

Knights Experience Team (kNEXT)

University of Central Florida

Trinh.Nguyen@ucf.edu

☎ 407-823-5889

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From: Jean Bagga <Jean.Bagga@ucf.edu>
Sent: Wednesday, May 22, 2024 12:34 PM
To: Trinh Nguyen <Trinh.Nguyen@ucf.edu>
Subject: RE: Sole Source Certification for Signature

Greatly appreciated!!

Have a great rest-of-your-day.

Jean Bagga

Post Award Specialist III
Research Administration Services Team (RAST)
College of Community Innovation and Education

University of Central Florida
12494 University Blvd., ED 106

Orlando, Florida 32816-1600
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jean.bagga@ucf.edu

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From: Trinh Nguyen <Trinh.Nguyen@ucf.edu>
Sent: Wednesday, May 22, 2024 12:24 PM
To: Jean Bagga <Jean.Bagga@ucf.edu>
Subject: RE: Sole Source Certification for Signature

Ok, I'll forward your email to Brian and Nellie to see if they can assign to get it expedited before FYE (June 30, 2024).

Thanks,
Trinh Nguyen
Procurement Specialist
Knights Experience Team (kNEXT)
University of Central Florida
Trinh.Nguyen@ucf.edu
☎ 407-823-5889

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From: Jean Bagga <Jean.Bagga@ucf.edu>
Sent: Wednesday, May 22, 2024 12:21 PM
To: Trinh Nguyen <Trinh.Nguyen@ucf.edu>
Subject: RE: Sole Source Certification for Signature

Thank you for the details on how to process. Unfortunately, I know that Dr. Stevens is anxious because the grant ends in September and the build cannot begin without this. To wait for year end would be a huge loss of time for her and I didn't know the deadline was the 17th. Anything you can do to help would be greatly appreciated. I did just submit it into Workday.

Thank you Trinh.

Jean Bagga
Post Award Specialist III
Research Administration Services Team (RAST)
College of Community Innovation and Education

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Orlando, Florida 32816-1600
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From: Trinh Nguyen <Trinh.Nguyen@ucf.edu>

Sent: Wednesday, May 22, 2024 11:43 AM
To: Jean Bagga <Jean.Bagga@ucf.edu>
Subject: FW: Sole Source Certification for Signature

Good morning, Jean,

Hope all is well. We have a new procedure for waivers and sole source. Please submit the attached SS certification in Workday as a Case and select the case type as Sole Source so the review process can be tracked in the system. The case will route to the Procurement Management team (Brian Sargent and Nellie Nido) to assign to one of the buyers (Trinh, Brandon, or Chuck) to review. Once the buyer has reviewed, the buyer will attach the write-up/justification document to the case so the Procurement Manager can review to approve or reject. You'll be notified in WD. Once the SS is fully approved in WD, you can then resubmit the Req to source PO. Due to FYE 2024, the attached announcement was sent out noting that waiver/SS submittal last day was on 5/17 for review before end of FY. If this is not needed by end of FY, please submit in WD and we'll review to get back to you. If you run into any issues with opening the case in WD or have any questions, please let me know.

Thanks!

Trinh Nguyen

Procurement Specialist

Knights Experience Team (kNEXT)

University of Central Florida

Trinh.Nguyen@ucf.edu

☎ 407-823-5889

ucf.edu • kNEXT.ucf.edu • [Workday Help](#)

From: Jean Bagga <Jean.Bagga@ucf.edu>
Sent: Wednesday, May 22, 2024 11:30 AM
To: Trinh Nguyen <Trinh.Nguyen@ucf.edu>
Subject: Sole Source Certification for Signature

Good morning Trinh. Please see attached for sole source certification from Dr. Kelly Stevens. It has been signed by herself as well as our Dean. Looks like it comes to you all next. This is to be charged to a grant. Please let me know if you need anything else from us.

Thank you!

Jean Bagga

Post Award Specialist III

Research Administration Services Team (RAST)

College of Community Innovation and Education

University of Central Florida

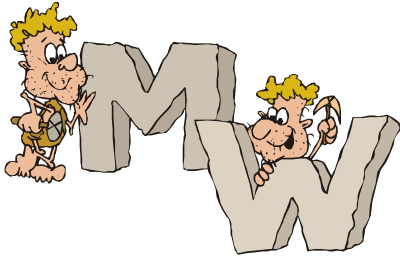
12494 University Blvd., ED 106

Orlando, Florida 32816-1600

407-823-0608

jean.bagga@ucf.edu

People will forget what you said. People will forget what you did. But people will never forget how you made them feel. -Maya Angelou



2870 Clarcona Road, Suite 101
Apopka, FL 32703

TO: UCF

PROPOSAL

NO. PV 24-032

Date 5/20/24

DELIVERY: TBD

PAYMENT TERMS: 50% on Acceptance, Balance on Delivery

Resiliency Hub Trailer Project

- Fabrication of trailer using steel for the base frame and aluminum for the main structure
- Automated rolldown hurricane shutters on each side
- Cell Phone charging stations
- Triple Axle trailer with running lights
- Graphics on the roll down shutters
- Tesla Battery
- Solar panels on the roof
- Roll out solar awnings on 2 sides
- Refrigerator
- Electrical for the trailer

Total Cost for Trailer and Resilience Kiosk....\$290,000.00*

Clarifications/Exclusions:

- Design to be provided by others
- Optional hookup to a generator
- Solar Panels TBD

MODELWERKS, INC.

Above prices will be maintained for 30 days.

January 18, 2017

Richard Doherty
President and Managing Member
LabRepCo LLC
101 Witmer Road, Suite 700
Horsham, PA 19044

Re: Award Letter

CONTRACT# CNR01423

CONTRACT NAME Laboratory Equipment, Instruments, Accessories, Supplies and Maintenance

EFFECTIVE DATES: February 1, 2017 to January 31, 2022

Dear Mr. Doherty,

Congratulations! I am pleased to advise you that LabRepCo has been awarded a five (5) year agreement with one (1), five (5) year renewal for the above referenced contract with Educational and Institutional Cooperative Services, Inc. (E&I).

We look forward to working with you to release this agreement to our members as soon as possible. We will be in touch with you shortly to schedule and/or follow up on the launch planning meeting with the appropriate representatives from your organization and the E&I Portfolio Support Executive (PSE), Mike Costigan and mcostigan@eandi.org.

As per the terms and conditions governing this agreement, a monthly Report of Sales shall be provided to E&I on the Vendor Report File (VRF) provided to you during the RFP process

We are delighted to welcome LabRepCo as an E&I business partner. Your interest and cooperation in our Competitive Solicitation Program is appreciated. Should you have any questions or concerns, please do not hesitate to contact the Contract Manager, Christine Belzer at cbelzer@eandi.org or 631.630.8217.

Sincerely,



Gary D. Link, C.P.M.
Senior Vice President, Consulting Group & Contracts
cc: Christine Belzer