

Attachment 2: Request for Sole Source Memo Format

DEPARTMENT OF VETERANS AFFAIRS

Justification and Approval

For

Other Than Full and Open Competition

1. **Contracting Activity:** Department of Veterans Affairs, VISN 11, 506 Ann Arbor Michigan. Justification for other than full and open competition due to sole source requirement. 2237 #506-14-3-522-0608.
2. **Nature and/or Description of the Action Being Processed:** Emergent need to provide labor, materials and supervision to repair a Catch basin located on the North Side of the VA Ann Arbor Healthcare Facility due to existing damage of the Catch Basin. All work will be in accordance to plans and specifications indicating exact locations and material requirements to complete repair. Antler Construction, 5055 Belleville Rd., Canton, MI 48188.
3. **Description of Supplies/Services Required to Meet the Agency's Needs:** Repair the existing broken Catch Basin. The contractor will clean out the structure and repair any cracks or holes in the existing cone of the structure. Repair or replace all of the existing brick below the drain inlet. Total cost for materials and labor \$4,000.00. The work is estimated to take about 2-3 working days. Work to start 4/25/2014 or 4/26/2014.
4. **Statutory Authority Permitting Other than Full and Open Competition:**
  - ( ) (1) Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements per FAR 6.302-1;
  - (X) (2) Unusual and Compelling Urgency per FAR 6.302-2;
  - ( ) (3) Industrial Mobilization, Engineering, Developmental or Research Capability or Expert Services per FAR 6.302-3;
  - ( ) (4) International Agreement per FAR 6.302-4
  - ( ) (5) Authorized or Required by Statute FAR 6.302-5;
  - ( ) (6) National Security per FAR 6.302-6;
  - ( ) (7) Public Interest per FAR 6.302-7;
5. **Demonstration that the Contractor's Unique Qualifications or Nature of the Acquisition Requires the Use of the Authority Cited Above (applicability of authority):** The service listed on this transaction is for work at the AA VA Healthcare System. The work involves emergency repair work to building systems drainage infrastructure. This contractor has been tasked in previous transactions with maintenance, repair and updating these various building systems. This helps to maintain the integrity and safety of the Catch Basin and drainage systems. This request is of an emergent need. Antler Construction has completed work at the Ann Arbor VA Medical center on Engineering Projects 506-11-118 and 506-11-112. It's an emergency do to the fact of its location and it becoming a sink hole. The water that is supposed to be catching in the basin is flooding out the area of earth underneath the North Parking Lot to the Medical Center. If not corrected it will create extensive and expansive damage of Parking Lot which is a life safety issue due to the ground/pavement collapsing.

6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** Due to compatibility and the emergent need to maintain the integrity of the drainage system other sources were not thought to be practical in this transaction.

7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** The price of the service is considered both fair and reasonable based on the previous material/component rates for similar road and walkway repairs completed from this contractor on Project 506-11-112.

8. **Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:** Due to the sensitivity and safety of the building system market research was not conducted.

9. **Any Other Facts Supporting the Use of Other than Full and Open Competition:** None

10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:** None

11. **A Statement of the Actions, if any, the Agency May Take to Remove or Overcome any Barriers to Competition before Making subsequent acquisitions for the supplies or services required:** If requisition of this nature should occur, the market would be surveyed to determine if there are any other vendors capable of meeting our needs.

12. **Requirements Certification:** I certify that the requirement outlined in this justification is a Bona Fide Need of the Department of Veterans Affairs and that the supporting data under my cognizance, which are included in the justification, are accurate and complete to the best of my knowledge and belief.

  
Jay H. Miller  
Facilities Management Officer (138)  
Ann Arbor VA Healthcare System

Date 4-25-14

13. **Approvals in accordance with FAR 6.304**

a. **Contracting Officer's Certification: (required)** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Name  
Title  
Network 11 Contracting Office

\_\_\_\_\_  
Date

b. **DOC/PCM (Required \$3K and above):** I certify the justification meets requirements for other than full and open competition.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Director of Contracting/Supervisory Contract Specialist (as appropriate)  
Network 11 Contracting Office

- c. **SAO(If over \$650K):** I certify the justification meets requirements for other than full and open competition.

<u>Ricky L. Lemmon</u> SAO Director Central Region	<u>Date</u>
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- d. **VHA HCA Review and Approval:** I have reviewed the foregoing justification and find it to be complete and accurate to the best of my knowledge and belief and recommend approval (if over \$12.5 million) or approve (\$650K to \$12.5 million) for other than full and open competition.

<u>NORBERT S. DOYLE</u> Chief of Procurement and Logistics Officer VHA, Head of Contracting Activity (HCA)	<u>Date</u>
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- e. **VA Deputy Senior Procurement Executive Approval (over \$12.5 million but not exceeding \$50 million):** I have reviewed the foregoing justification and find it to be complete and accurate to the best of my knowledge and belief and approve for other than full and open competition.

<u>C. FORD HEARD</u> Deputy Senior Procurement Executive (DSPE) Assistant Secretary for Acquisition and Logistics Department of Veterans Affairs	<u>Date</u>
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- f. **VHA Senior Procurement Executive Approval (over \$50 million):** I have reviewed the foregoing justification and find it to be complete and accurate to the best of my knowledge and belief and approve for other than full and open competition.

<u>JAN R. FRYE</u> Deputy Assistant Secretary for Acquisition and Logistics Senior Procurement Executive (SPE) Department of Veterans Affairs	<u>Date</u>
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