

**JUSTIFICATION FOR SINGLE SOURCE AWARDS IAW FAR 13.106-1**  
(OVER MICRO-PURCHASE THRESHOLD(\$3K) BUT NOT EXCEEDING THE SAT (\$150K))

IAW [FAR13.104](#), COs must promote competition to the maximum extent practicable to obtain supplies and services from the source whose offer is the most advantageous to the Government, considering the administrative cost of the purchase. When competition is not practicable, IAW [FAR13.106-1\(b\)](#), COs solicit from a single source for purchases not exceeding the simplified acquisition threshold. COs may solicit from one source if the CO determines that the circumstances of the contract action deem only one source reasonably available (e.g., urgency, exclusive licensing agreements, brand-name or industrial mobilization). IAW [FAR13.106-3\(b\)\(3\)](#), COs are required to include additional statements **explaining the absence of competition** (see [13.106-1](#) for brand name purchases) if only one source is solicited and the acquisition does not exceed the simplified acquisition threshold (does not apply to an acquisition of utility services available from only one source) or supporting the award decision if other than price-related factors were considered in selecting the supplier. This template when completed can be used to document single source awards IAW [FAR13.106-3\(b\)\(3\)](#). Note: Statements such as "only known source" or "only source which can meet the required delivery date" are inadequate to support a sole source purchase.

<b>1. PURCHASE REQUEST OR REQUISITION NUMBER:</b> 630-16-1-6097-0002	<b>1A. PROJECT/TASK NUMBER</b> N/A	<b>1B. ESTIMATED AMOUNT:</b> \$127,792.71
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**2. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED AND THE INTENDED USE:**

This requirement is for the collection of non-hazardous trash and disposal at the New York Harbor Healthcare System – Brooklyn, St Albans, and New York campuses.

**3. UNIQUE CHARACTERISTICS THAT LIMIT AVAILABILITY TO ONLY ONE SOURCE, WITH THE REASON NO OTHER SUPPLIES OR SERVICES CAN BE USED:**

This requirement is to ensure a continuance of facilities maintenance services while a long-term FSS task order award is competed and awarded. Currently, contracts VA243-15-C-0130 and VA243-15-C-0132 are in place covering services provided by contractor Action Carting Environmental Services (hereinafter referred as Action Carting), but both expire 9/30/2015. This proposed interim task order award is essential in providing uninterrupted critical services while continuing the formal process of drafting and reviewing a long-term solicitation that is anticipated to be awarded by 1/01/2016. Interim services are required on 10/01/2015. Action Carting is the current interim contractor and is a responsible source specializing in housekeeping services and is qualified to meet or exceed the minimum requirements of this acquisition. In consideration of these minimum requirements necessary to perform these services that are critical to the operational readiness of the medical center, it is unrealistic and infeasible to solicit a task order award with any source other than Action Carting. Action Carting has the ability to continue these services with their incumbent workforce. They provide qualified personnel that are already experienced, trained, and possess the proper security clearances and satisfy the background check requirements. The incumbent contractor doesn't require a transitional phase for continuity of services and operational readiness. Any other source would be required to conduct the required transitioning efforts including several weeks of transition including familiarization, training, and security screening background checks. This requirement could not be met by any other source without incurring unacceptable delays.

**4. REASON THAT SUGGESTED SOURCE IS THE ONLY SOURCE, WHICH CAN PROVIDE THE SUPPLIES OR SERVICES:**

In consideration of the minimum requirements necessary to perform these services that are critical to the operational readiness of the medical center, it is unrealistic and infeasible to solicit a task order award with any source other than Action Carting. Action Carting has the ability to continue these services with their incumbent workforce. They provide qualified personnel that are already experienced, trained, and possess the proper security clearances and satisfy the background check requirements. The incumbent contractor doesn't require a transitional

phase for continuity of services and operational readiness. Any other source would be required to conduct the required transitioning efforts including several weeks of transition including familiarization, training, and security screening background checks. This requirement could not be met by any other source without incurring unacceptable delays.

**5. DESCRIPTION OF MARKET RESEARCH CONDUCTED AND RESULTS OR STATEMENT WHY IT WAS NOT CONDUCTED:**

Market Research was previously conducted over the last 18 months for trash collection services with Action Carting. Current market research was conducted on a limited basis by utilizing the market research that was already conducted for the long-term Base + 4 award that is expected to be awarded later in 2015. Based on all of the information gathered through market research, the contracting officer determined that the interim services required by the government were commercial; that there was no reasonable expectation of receiving offers from two or more small business sources with the capability to immediately performing the requirement by 10/01/2015.

**6. Contracting Officer's Certification:** *Purchase is approved in accordance with FAR13.106-1(b). I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.*

**Signature:** \_\_\_\_\_  
**Brad Mills**  
**Contracting Officer**  
**NCO 3**

**Date: 9/19/2015**