

Attachment A: 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 4, James E. Van Zandt VA Medical Center, Altoona PA. Station 503. *“Justification for Other Than Full and Open Competition.”* Purchase Request Number 503-308 – *Construction Services for Expand Outpatient with 2<sup>nd</sup> Floor Addition.*
2. **Nature and/or Description of the Action Being Processed:** This facility has a requirement to expand the 2<sup>nd</sup> floor outpatient wing for administrative functions. The solicitation for this procurement shall be advertised for a minimum of 30 calendar days in order to obtain competition from qualified Service Disabled Veteran Owned Small Business (SDVOSB) concerns. Included in the solicitation is a requirement for one (1) individual Sole Source product requirements. This Sole Source Product is for the **Apollo Conbraco Ball Valves**, this action will be awarded as part of the new contract requirement as described above “Expand Outpatient with 2<sup>nd</sup> Floor Addition”.
3. **Description of Supplies/Services Required to Meet the Agency’s Needs:** Ball Valves manufactured by “Apollo Conbraco”: This Ball Valve is facility standards. The facility stocks and maintains Apollo Conbraco valves only. These valves are installed throughout the hospital and considered to be a “Higher Quality” which provides better operations and less down time. Therefore any other valve would not work as a substitute and be substantial duplication of cost.
4. **Statutory Authority Permitting Other than Full and Open Competition:**
  - ( X ) (1) Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements per FAR 6.302-1;
  - ( ) (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 Ball Valve manufactured by Apollo Conbraco is currently the hospitals standard. The quality of this valve has exceeded others in the past when used in the facility and has provided a savings to the hospital in material replacement, labor hours to remove failed

valves as well as operation down time to the hospital. The "duplication of cost" is a factor when required to replace failed valves and lost operation time to the hospital which would not be recovered by the government.

6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** The entire solicitation package to include the specification and drawings which include language for each Sole Source Item(s) include in the procurement of these item(s). The solicitation will be posted for a minimum of thirty (30) calendar days.
7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** The anticipated cost for the work as detailed in the specification and drawing will be considered to be fair and reasonable based on adequate competition received for the various vendors submitting competitive bids for the work to be completed to include the furnishing and installation of the sole source item(s).
8. **Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:** No independent Market Research was conducted. The solicitation and all applicable documents have been advertised and posted to the MATOC contractors to solicit bids for all work as detail in the solicitation package. This procedure will permit adequate competition from those perspective contractors who will be submitting bids.
9. **Any Other Facts Supporting the Use of Other than Full and Open Competition:**
10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:** See Section VI above.
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:** .
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.

/ES/ Jerry L. Wilson  
Name: Jerry Wilson  
Title: Assistant Chief Facilities  
Facility VISN 4 – VAMC Altoona, Pa

11/20/2015  
Date

**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.

Service Area Office, East  
Department of Veterans Affairs  
323 North Shore Drive, Suite 500  
Pittsburgh, PA 15212

Memorandum 2011-003  
December 28, 2010

Brandi Shellhammer

Name: Brandi Shellhammer  
Title: Contracting Officer  
Facility: VISN 4

1/15/2016

Date

- b. **One Level Above Contracting Officer:** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief. \* This signature may be the VISN NCM if the Contracting Officer and Contracting Supervisor is the same individual.

Michael G. Koontz

Name: Michael G. Koontz  
Title: Branch Chief, Construction Team West  
Facility: VISN 4

3 FEB 16

Date

Attachment A: 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 4, James E. Van Zandt VA Medical Center, Altoona PA. Station 503. *"Justification for Other Than Full and Open Competition."* Purchase Request Number 503-308 – *Construction Services for Expand Outpatient with 2<sup>nd</sup> Floor Addition.*
2. **Nature and/or Description of the Action Being Processed:** This facility has a requirement to expand the 2<sup>nd</sup> floor outpatient wing for administrative functions. As part of the expansion new doors and hardware will be required and the door hardware shall match the existing medical center **SALTO hardware**. The solicitation for this procurement shall be advertised for a minimum of 30 calendar days in order to obtain competition from qualified Service Disabled Veteran Owned Small Business (SDVOSB) concerns. This Sole Source Product is for the **door hardware "SALTO"**, this action will be awarded as part of the new contract requirement as described above "Expand Outpatient with 2<sup>nd</sup> Floor Addition".
3. **Description of Supplies/Services Required to Meet the Agency's Needs:** Recently the Medical Center installed a new electronic lock system throughout Building 1. This hardware has become the facility standard moving forward. The Salto system and software/programming is proprietary in nature. Therefore, any other electronic door hardware system would not be compatible with the installed system. This would also create substantial duplication of maintenance and upgrade costs.
4. **Statutory Authority Permitting Other than Full and Open Competition:**
  - ( X ) (1) Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements per FAR 6.302-1;
  - ( ) (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 Salto door hardware is currently the hospital's standard. Only certified Salto representatives can provide programing, service, and maintenance for Salto equipment. Should another electronic hardware system be provided for this expansion, there would be the

need to install a new backbone fiber and data cabling system, new switches and servers, new computers/software/programming, additional education, and the two systems would not be compatible. There would also be a duplication of cost when required to hold multiple maintenance contracts for the separate systems due to their proprietary nature.

6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** The entire solicitation package to include the specification and drawings which include language for each Sole Source Item(s) include in the procurement of these item(s). The solicitation will be posted for a minimum of thirty (30) calendar days. MATOC contractors will have multiple Salto representatives that can competitively bid on this requirement. There are at least two companies within a two hour area of our facility capable of installing this hardware system.
7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** The anticipated cost for the work as detailed in the specification and drawings will be considered to be fair and reasonable based on adequate competition received for the various vendors submitting competitive bids for the work to be completed to include the furnishing and installation of the sole source item(s). Additionally, MATOC contractors will have multiple Salto representatives that can competitively bid on this requirement. There are at least two companies within a two hour area of our facility capable of installing this hardware system.
8. **Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:** No independent Market Research was conducted. The solicitation and all applicable documents have been advertised and posted to the MATOC contractors to solicit bids for all work as detail in the solicitation package. This procedure will permit adequate competition from those perspective contractors who will be submitting bids.
9. **Any Other Facts Supporting the Use of Other than Full and Open Competition:**
10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:** See Section VI above.
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:** .
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.

/ES/ Jerry Wilson  
Name: Jerry Wilson  
Title: General Engineer, Facilities  
Facility VISN 4 – VAMC Altoona, PA

11/20/2015  
Date

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.

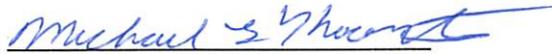


Name: Brandi Shellhammer  
Title: Contracting Officer  
Facility: VISN 4



Date

- b. **One Level Above Contracting Officer:** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief. \* This signature may be the VISN NCM if the Contracting Officer and Contracting Supervisor is the same individual.



Name: Michael G. Koontz  
Title: Branch Chief, Construction Team West  
Facility: VISN 4



Date

Attachment A: 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 4, James E. Van Zandt VA Medical Center, Altoona PA. Station 503. *"Justification for Other Than Full and Open Competition."* Purchase Request Number 503-308 – *Construction Services for Expand Outpatient with 2<sup>nd</sup> Floor Addition.*
2. **Nature and/or Description of the Action Being Processed:** This facility has a requirement to expand the 2<sup>nd</sup> floor outpatient wing for administrative functions. As part of the expansion, new fire alarm devices will be integrated into the existing fire alarm system **Notifier**. The solicitation for this procurement shall be advertised for a minimum of 30 calendar days in order to obtain competition from qualified Service Disabled Veteran Owned Small Business (SDVOSB) concerns. Included in the solicitation is a requirement for one (1) individual Sole Source product requirements. This Sole Source Product is for the **Fire Alarms "Notifier"**, this action will be awarded as part of the new contract requirement as described above "Expand Outpatient with 2<sup>nd</sup> Floor Addition".
3. **Description of Supplies/Services Required to Meet the Agency's Needs:** Fire Alarms System manufactured by "Notifier". The Fire Alarm System currently installed throughout the hospital is the system provided and maintained by Notifier which is considered "Sole Proprietor" and other systems are not compatible. Therefore any other systems would not work as a substitute and be substantial duplication of cost.
4. **Statutory Authority Permitting Other than Full and Open Competition:**
  - ( X ) (1) Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements per FAR 6.302-1;
  - ( ) (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 Fire Alarm System manufactured and maintained by Notifier is currently the system utilized throughout the hospital. To utilize another system would require the hospital staff to not only learn the use of another system, but may also lead to confusion

on behalf on either the patients and/or staff. Also, it would cost the government more to maintain two different type systems, not only in storage of repair parts, but also in the actual maintenance on the system by the manufacture. The "duplication of cost" to install and maintain two separate systems would not be recovered by the government.

6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** The entire solicitation package to include the specification and drawings which include language for each Sole Source Item(s) include in the procurement of these item(s). The solicitation will be posted for a minimum of thirty (30) calendar days.
7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** The anticipated cost for the work as detailed in the specification and drawing will be considered to be fair and reasonable based on adequate competition received for the various vendors submitting competitive bids for the work to be completed to include the furnishing and installation of the sole source item(s).
8. **Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:** No independent Market Research was conducted. The solicitation and all applicable documents have been advertised and posted to the FedBizOpps.gov website to solicit bids for all work as detail in the solicitation package. This procedure will permit adequate competition from those perspective contractors who will be submitting bids.
9. **Any Other Facts Supporting the Use of Other than Full and Open Competition:**
10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:**
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:**
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.

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Name: Jerry Wilson  
Title: Assistant Chief of Facilities  
Facility VISN 4 – VAMC Altoona, Pa

11/20/2015

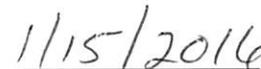
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Date

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: Brandi Shellhammer  
Title: Contracting Officer  
Facility: VISN 4 – VAMC Altoona, PA

  
Date

- b. **One Level Above Contracting Officer:** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief. \* This signature may be the VISN NCM if the Contracting Officer and Contracting Supervisor is the same individual.

  
Name: Michael G. Koontz  
Title: Branch Chief, Construction Team West  
Facility: VISN 4 – VAMC Altoona, Pa

  
Date

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1. **Contracting Activity:** Department of Veterans Affairs, VISN 4, James E. Van Zandt VA Medical Center, Altoona PA. Station 503. *"Justification for Other Than Full and Open Competition."* Purchase Request Number 503-308 – *Construction Services for Expand Outpatient with 2<sup>nd</sup> Floor Addition.*
2. **Nature and/or Description of the Action Being Processed:** This facility has a requirement to expand the 2<sup>nd</sup> floor outpatient wing for administrative functions. New fixtures will be installed in the restrooms being constructed. The solicitation for this procurement shall be advertised for a minimum of 30 calendar days in order to obtain competition from qualified Service Disabled Veteran Owned Small Business (SDVOSB) concerns. Included in the solicitation is a requirement for one (1) individual Sole Source product requirements. This Sole Source Product is for the **Water Closet Flush Valves "Zurn"**, this action will be awarded as part of the new contract requirement as described above "Expand Outpatient with 2<sup>nd</sup> Floor Addition".
3. **Description of Supplies/Services Required to Meet the Agency's Needs:** Flush valves manufactured by "Zurn". This faucet is facility standards. The facility stocks and maintains Zurn flush valves only. These faucets are installed throughout the hospital and considered to be a "Higher Quality" which provides better operations and less down time. Therefore any other faucet would not work as a substitute and be substantial duplication of cost.
4. **Statutory Authority Permitting Other than Full and Open Competition:**
  - ( X ) (1) Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements per FAR 6.302-1;
  - ( ) (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 flush valve manufactured by Zurn is currently the hospitals standard. The quality of these flush valves has exceeded others in the past when used in the

facility and has provided a savings to the hospital in material replacement, labor hours to remove failed faucets as well as operation down time to the hospital. The "duplication of cost" is a factor when required to replace failed faucets and lost operation time to the hospital which would not be recovered by the government.

6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** The entire solicitation package to include the specification and drawings which include language for each Sole Source Item(s) include in the procurement of these item(s). The solicitation will be posted for a minimum of thirty (30) calendar days.
7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** The anticipated cost for the work as detailed in the specification and drawing will be considered to be fair and reasonable based on adequate competition received for the various vendors submitting competitive bids for the work to be completed to include the furnishing and installation of the sole source item(s).
8. **Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:** No independent Market Research was conducted. The solicitation and all applicable documents have been advertised and posted to the MATOC contractors to solicit bids for all work as detail in the solicitation package. This procedure will permit adequate competition from those perspective contractors who will be submitting bids.
9. **Any Other Facts Supporting the Use of Other than Full and Open Competition:**
10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:** See Section VI above.
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:**
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.

/ES/ Jerry L. Wilson  
Name: Jerry Wilson  
Title: Assistant Facilities Chief Engineer  
Facility VISN 4 – VAMC Altoona, Pa

11/20/2015  
Date

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.

Brandi Shellhammer

Name: Brandi Shellhammer  
Title: Contracting Officer  
Facility: VISN 4

1/15/2016

Date

- b. One Level Above Contracting Officer: I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief. \* This signature may be the VISN NCM if the Contracting Officer and Contracting Supervisor is the same individual.

Michael G. Koontz

Name: Michael G. Koontz  
Title: Branch Chief, Construction Team West  
Facility: VISN 4

3 FEB 16

Date

Attachment A: Request for Sole Source Memo Format

DEPARTMENT OF VETERANS AFFAIRS

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1. **Contracting Activity:** Department of Veterans Affairs, VISN 4, James E. Van Zandt VA Medical Center, Altoona PA. Station 503. *"Justification for Other Than Full and Open Competition."* Purchase Request Number 503-308 – *Construction Services for Expand Outpatient with 2<sup>nd</sup> Floor Addition.*
2. **Nature and/or Description of the Action Being Processed:** This facility has a requirement to expand the 2<sup>nd</sup> floor outpatient wing for administrative functions. New faucets will be installed in the restroom being constructed. The solicitation for this procurement shall be advertised for a minimum of 30 calendar days in order to obtain competition from qualified Service Disabled Veteran Owned Small Business (SDVOSB) concerns. Included in the solicitation is a requirement for one (1) individual Sole Source product requirements. This Sole Source Product is for the Faucets "Chicago", this action will be awarded as part of the new contract requirement as described above "Expand Outpatient with 2<sup>nd</sup> Floor Addition".
3. **Description of Supplies/Services Required to Meet the Agency's Needs:** Faucets manufactured by "Chicago". This faucet is facility standards. The facility stocks and maintains Chicago Faucets only. These faucets are installed throughout the hospital and considered to be a "Higher Quality" which provides better operations and less down time. Therefore any other faucet would not work as a substitute and be substantial duplication of cost.
4. **Statutory Authority Permitting Other than Full and Open Competition:**
  - ( X ) (1) Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements per FAR 6.302-1;
  - ( ) (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 faucet manufactured by Chicago is currently the hospitals standard. The quality of this faucet has exceeded others in the past when used in the facility and has provided a savings to the hospital in material replacement, labor hours to remove failed faucets as

well as operation down time to the hospital. The "duplication of cost" is a factor when required to replace failed faucets and lost operation time to the hospital which would not be recovered by the government.

6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** The entire solicitation package to include the specification and drawings which include language for each Sole Source Item(s) include in the procurement of these item(s). The solicitation will be posted for a minimum of thirty (30) calendar days.
7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** The anticipated cost for the work as detailed in the specification and drawing will be considered to be fair and reasonable based on adequate competition received for the various vendors submitting competitive bids for the work to be completed to include the furnishing and installation of the sole source item(s).
8. **Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:** No independent Market Research was conducted. The solicitation and all applicable documents will be provided to the MATOC contractors to solicit bids for all work as detail in the solicitation package. This procedure will permit adequate competition from those perspective contractors who will be submitting bids.
9. **Any Other Facts Supporting the Use of Other than Full and Open Competition:**
10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:** See Section VI above.
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/ES/ Jerry L. Wilson  
Name: Jerry Wilson  
Title: Assistant Facilities Chief Engineer  
Facility VISN 4 – VAMC Altoona, Pa

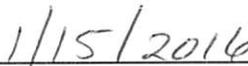
11/20/2015  
Date

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.

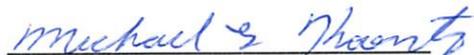


Name: Brandi Shellhammer  
Title: Contracting Officer  
Facility: VISN 4

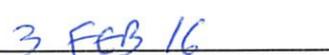


Date

- b. **One Level Above Contracting Officer:** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief. \* This signature may be the VISN NCM if the Contracting Officer and Contracting Supervisor is the same individual.



Name: Michael G. Koontz  
Title: Branch Chief, Construction Team West  
Facility: VISN 4



Date

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2. **Nature and/or Description of the Action Being Processed:** This facility has a requirement to expand the 2<sup>nd</sup> floor outpatient wing for administrative functions. During this process, the replacement of HVAC controls are required. The solicitation for this procurement shall be advertised for a minimum of 30 calendar days in order to obtain competition from qualified Service Disabled Veteran Owned Small Business (SDVOSB) concerns. Included in the solicitation is a requirement for one (1) individual Sole Source product requirements. This Sole Source Product is for the **HVAC Controls "Trane Tracer Summit"**, this action will be awarded as part of the new contract requirement as described above "Expand Outpatient with 2<sup>nd</sup> Floor Addition".
3. **Description of Supplies/Services Required to Meet the Agency's Needs:** Tracer Summit HVAC Controls manufactured and programmed by Trane. These controls are facility standard. The facility stocks and maintains Trane controls components only. These controls are installed throughout the hospital and the software/programming is proprietary in nature. Therefore, any other controls vendor would incur additional cost of controls integration and components to the existing Trane Building Automation Systems (BAS), as well as substantial duplication of maintenance cost.
4. **Statutory Authority Permitting Other than Full and Open Competition:**
  - ( X ) (1) Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements per FAR 6.302-1;
  - ( ) (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 HVAC controls manufactured by Trane are

currently the hospital's standard. Only Trane OEM Factory Building Automation Systems Technicians can provide programming, service, and maintenance for Trane Tracer Summit controls equipment. Should another controls provider be utilized for the new air handlers, there would be the need to hire a controls integrator to facilitate the integration of the new controls with the existing Trane Tracer Summit BAS. The "duplication of cost" is a factor when required to hold multiple maintenance contracts for the separate controls systems due to their proprietary nature.

6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** The entire solicitation package to include the specification and drawings which include language for each Sole Source Item(s) include in the procurement of these item(s). The solicitation will be posted for a minimum of thirty (30) calendar days.
7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** The anticipated cost for the work as detailed in the specification and drawing will be considered to be fair and reasonable based on adequate competition received for the various vendors submitting competitive bids for the work to be completed to include the furnishing and installation of the sole source item(s).
8. **Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:** No independent Market Research was conducted. The solicitation and all applicable documents have been advertised and posted to the MATOC contractors to solicit bids for all work as detail in the solicitation package. This procedure will permit adequate competition from those perspective contractors who will be submitting bids.
9. **Any Other Facts Supporting the Use of Other than Full and Open Competition:**
10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:** See Section VI above.
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:** .
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.

/ES/ Jerry L. Wilson  
Name: Jerry Wilson  
Title: Assistant Chief Facilities  
Facility VISN 4 – VAMC Altoona, Pa

11/20/2015  
Date

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.

Brandi Shellhammer

Name: Brandi Shellhammer  
Title: Contracting Officer  
Facility: VISN 4

1/15/2016

Date

- b. **One Level Above Contracting Officer:** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief. \* This signature may be the VISN NCM if the Contracting Officer and Contracting Supervisor is the same individual.

Michael G. Koontz

Name: Michael G. Koontz  
Title: Branch Chief, Construction Team West  
Facility: VISN 4

3 FEB 16

Date

Attachment A: 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 4, James E. Van Zandt VA Medical Center, Altoona PA. Station 503. *"Justification for Other Than Full and Open Competition."* Purchase Request Number 503-308 – *Construction Services for Expand Outpatient with 2<sup>nd</sup> Floor Addition.*
2. **Nature and/or Description of the Action Being Processed:** This facility has a requirement to expand the 2<sup>nd</sup> floor outpatient wing for administrative functions. To facilitate the addition, new circuit breakers and accessories will be installed in existing Square D electrical panels. The solicitation for this procurement shall be advertised for a minimum of 30 calendar days in order to obtain competition from qualified Service Disabled Veteran Owned Small Business (SDVOSB) concerns. Included in the solicitation is a requirement for one (1) individual Sole Source product requirements. This Sole Source Product is for the Circuit Breakers and Accessories "Square D", this action will be awarded as part of the new contract requirement as described above "Expand Outpatient with 2<sup>nd</sup> Floor Addition".
3. **Description of Supplies/Services Required to Meet the Agency's Needs:** Existing Square D electrical panels are installed in and are presently serving power needs for the outpatient wing of building one. Modification to existing circuit breakers as well as addition of new circuit breakers is required for the 2<sup>nd</sup> floor addition. The existing Square D electrical panels are proprietary in nature. Therefore, any other circuit breakers and accessories would not be compatible with the existing panels. This would also create substantial upgrade costs, void UL listings and violate existing electrical panel warranties.
4. **Statutory Authority Permitting Other than Full and Open Competition:**
  - ( X ) (1) Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements per FAR 6.302-1;
  - ( ) (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):** Existing Square D electrical panels are installed in

and are presently serving power needs for the outpatient wing of building one. Only Square D circuit breakers and accessories can be installed in the existing electrical panels as indicated in the specification and on the drawings. Installation of Square D circuit breakers and accessories can be installed by a licensed electrician. Should another manufacturer's circuit breakers or accessories be provided for this installation, UL listings and warranties would be voided.

6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** The entire solicitation package to include the specification and drawings which include language for each Sole Source Item(s) include in the procurement of these item(s). The solicitation will be posted for a minimum of thirty (30) calendar days.
7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** The anticipated cost for the work as detailed in the specification and drawing will be considered to be fair and reasonable based on adequate competition received for the various vendors submitting competitive bids for the work to be completed to include the furnishing and installation of the sole source item(s).
8. **Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:** No independent Market Research was conducted. The solicitation and all applicable documents have been advertised and posted to the MATOC contractors to solicit bids for all work as detail in the solicitation package. This procedure will permit adequate competition from those perspective contractors who will be submitting bids.
9. **Any Other Facts Supporting the Use of Other than Full and Open Competition:**
10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:** See Section VI above.
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:** .
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.

/ES/ Jerry L. Wilson  
Name: Jerry Wilson  
Title: Assistant Chief Facilities  
Facility VISN 4 – VAMC Altoona, Pa

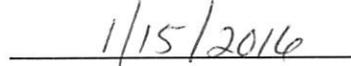
11/20/2015  
Date

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.

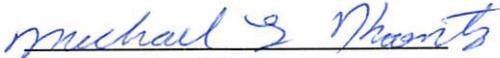


Name: Brandi Shellhammer  
Title: Contracting Officer  
Facility: VISN 4



Date

- b. **One Level Above Contracting Officer:** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief. \* This signature may be the VISN NCM if the Contracting Officer and Contracting Supervisor is the same individual.



Name: Michael G. Koontz  
Title: Branch Chief, Construction Team West  
Facility: VISN 4



Date

Attachment A: 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 4, James E. Van Zandt VA Medical Center, Altoona PA. Station 503. *"Justification for Other Than Full and Open Competition."* Purchase Request Number 503-308 – *Construction Services for Expand Outpatient with 2<sup>nd</sup> Floor Addition.*
2. **Nature and/or Description of the Action Being Processed:** This facility has a requirement to expand the 2<sup>nd</sup> floor outpatient wing for administrative functions. As part of the expansion, telecommunications outlets will be required and the connectors and patch panels shall match the existing medical center Panduit connectors and patch panels. The solicitation for this procurement shall be advertised for a minimum of 30 calendar days in order to obtain competition from qualified Service Disabled Veteran Owned Small Business (SDVOSB) concerns. This Sole Source Product is for the **connectors and patch panels "Panduit"**, this action will be awarded as part of the new contract requirement as described above "Expand Outpatient with 2<sup>nd</sup> Floor Addition".
3. **Description of Supplies/Services Required to Meet the Agency's Needs:** The connectors and patch panels currently installed and being utilized throughout this facility is manufactured by "Panduit" and install by "Panduit" certified installers, and is considered to be highly specialized product. The installation or use of alternate/other connectors and patch panels manufactured by others would result in compatibility issues as well as substantial duplication of cost. The existing communication system is covered by a single 15 year warranty that would be void should any other manufacturers or installers be used. Reference Specification Section 27 15 00.
4. **Statutory Authority Permitting Other than Full and Open Competition:**
  - ( X ) (1) Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements per FAR 6.302-1;
  - ( ) (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 **connectors and patch panels** manufactured by Panduit, installed and maintained by Panduit certified installers is currently the system utilized throughout the hospital. To utilize another system would require the hospital staff to not only learn the use of another system, but may also lead to confusion on behalf of either the patients and/or staff. Also, it would cost the government more to maintain two different type systems, not only in storage of repair parts, but also in the actual maintenance on the system by the manufacture. The "duplication of cost" to maintain two separate systems would not be recovered by the government. Furthermore, the current system has a current 15 years warranty that would be voided should another manufactures or installers were used.
6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** The entire solicitation package to include the specification and drawings which include language for each Sole Source Item(s) include in the procurement of these item(s). The solicitation will be posted for a minimum of thirty (30) calendar days. MATOC contractors will have multiple Panduit representatives that can competitively bid on this requirement.
7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** The anticipated cost for the work as detailed in the specification and drawing will be considered to be fair and reasonable based on adequate competition received for the various vendors submitting competitive bids for the work to be completed to include the furnishing and installation of the sole source item(s).
8. **Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:** No independent Market Research was conducted. The solicitation and all applicable documents have been advertised and posted to the FedBizOpps.gov website to solicit bids for all work as detail in the solicitation package. This procedure will permit adequate competition from those perspective contractors who will be submitting bids.
9. **Any Other Facts Supporting the Use of Other than Full and Open Competition:**
10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:** See Section VI above.
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:**
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.

/ES/ Jerry L. Wilson  
Name: Jerry Wilson  
Title: Assistant Chief Facilities  
Facility VISN 4 – VAMC Altoona, Pa

11/20/2015  
Date

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: Brandi Shellhammer  
Title: Contracting Officer  
Facility: VISN 4

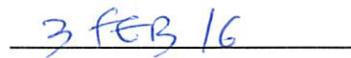


Date

- b. **One Level Above Contracting Officer:** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief. \* This signature may be the VISN NCM if the Contracting Officer and Contracting Supervisor is the same individual.



Name: Michael G. Koontz  
Title: Branch Chief, Construction Team West  
Facility: VISN 4



Date

Attachment A: 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 4, James E. Van Zandt VA Medical Center, Altoona PA. Station 503. *“Justification for Other Than Full and Open Competition.”* Purchase Request Number 503-308 – *Construction Services for Expand Outpatient with 2<sup>nd</sup> Floor Addition.*
2. **Nature and/or Description of the Action Being Processed:** This facility has a requirement to expand the 2<sup>nd</sup> floor outpatient wing for administrative functions. As part of the expansion, new sprinkler heads will be installed on the 2<sup>nd</sup> floor. The solicitation for this procurement shall be advertised for a minimum of 30 calendar days in order to obtain competition from qualified Service Disabled Veteran Owned Small Business (SDVOSB) concerns. Included in the solicitation is a requirement for one (1) individual Sole Source product requirements. This Sole Source Product is for the Sprinkler Heads “Viking”, this action will be awarded as part of the new contract requirement as described above “Expand Outpatient with 2<sup>nd</sup> Floor Addition”.
3. **Description of Supplies/Services Required to Meet the Agency’s Needs:** Sprinkler heads manufactured by “Viking”. This sprinkler head is a facility standard. The facility stocks and maintains Viking Sprinkler heads only. These heads are installed throughout the hospital and considered to be a “Higher Quality” which provides better operations and less down time. Therefore any other sprinkler head would not work as a substitute and be substantial duplication of cost.
4. **Statutory Authority Permitting Other than Full and Open Competition:**
  - ( X ) (1) Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements per FAR 6.302-1;
  - ( ) (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 head manufactured by Viking is currently the

hospitals standard. The quality of this valve has exceeded others in the past when used in the facility and has provided a savings to the hospital in material replacement, labor hours to remove failed sprinkler heads as well as operation down time to the hospital. The "duplication of cost" is a factor when required to replace failed sprinkler heads and lost operation time to the hospital which would not be recovered by the government.

6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** The entire solicitation package to include the specification and drawings which include language for each Sole Source Item(s) include in the procurement of these item(s). The solicitation will be posted for a minimum of thirty (30) calendar days.
7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** The anticipated cost for the work as detailed in the specification and drawing will be considered to be fair and reasonable based on adequate competition received for the various vendors submitting competitive bids for the work to be completed to include the furnishing and installation of the sole source item(s).
8. **Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:** No independent Market Research was conducted. The solicitation and all applicable documents have been advertised and posted to the MATOC contractors to solicit bids for all work as detail in the solicitation package. This procedure will permit adequate competition from those perspective contractors who will be submitting bids.
9. **Any Other Facts Supporting the Use of Other than Full and Open Competition:**
10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:** See Section VI above.
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:**
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.

/ES/ Jerry L. Wilson  
Name: Jerry Wilson  
Title: Assistant Chief Facilities  
Facility VISN 4 – VAMC Altoona, Pa

11/20/2015  
Date

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

Service Area Office, East  
Department of Veterans Affairs  
323 North Shore Drive, Suite 500  
Pittsburgh, PA 15212

Memorandum 2011-003  
December 28, 2010

- 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: Brandi Shellhammer  
Title: Contracting Officer  
Facility: VISN 4

11/15/2016

Date

- b. **One Level Above Contracting Officer:** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief. \* This signature may be the VISN NCM if the Contracting Officer and Contracting Supervisor is the same individual.



Name: Michael G. Koontz  
Title: Branch Chief, Construction Team West  
Facility: VISN 4

3 FEB 16

Date