

DEPARTMENT OF VETERANS AFFAIRS

**Justification for Single Source Awards IAW [FAR 13.106-1](#)
For
Over Micro-Purchase Threshold but Not Exceeding the SAT (\$250K)**

Acquisition Plan Action ID: VA258-18-AP-1007/Record Storage Services (SAVAHCS)

- 1. Contracting Activity:** Department of Veterans Affairs, Network Contracting Office 22-Gilbert, Southern Arizona VA Healthcare System (SAVAHCS), Tucson, Arizona 85723/PR: 678-19-1-516-0001.
- 2. Brief Description of Supplies/ Services required and the intended use/Estimated Amount:**
Provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items necessary to perform records pickup, cataloging, storage and retrieval, and document destruction services/\$142,660.18 (or \$103,334.53 if sole-sourced to incumbent).
- 3. Unique characteristics that limit availability to only one source, with the reason no other supplies or services can be used:**
Iron Mountain Information Management, LLC is the incumbent contractor on GSA contract GS-25F-0066M, task order VA258-14-F-0204, storing Federal Government records for SAVAHCS. They are one of 15 commercial record storage facilities approved nationwide by the National Archives and Records Administration (NARA) as compliant with 36 CFR 1234 Federal Records Storage Facility Standards (see attached). They have a current GSA contract, are deemed responsible, and have prices that are deemed fair and reasonable. Over the past five (5) years, the Logistics Department at SAVAHCS has deemed their service satisfactory. Iron Mountain holds a competitive advantage over all other vendors. If any NARA approved vendor other than Iron Mountain (except TFE, Inc.) is awarded the contract, records would have to be repackaged, transported to a new location, and catalogued for an additional \$39,325.65 (3280.5 cubic feet/75,000 records estimated), or 28 percent of the total independent government estimate (IGE) of \$142,660.18. TFE, Inc., a small business, has partnered with Iron Mountain Information Management, LLC (see attached), and is one of two NARA approved small businesses that responded to the Sources Sought Notice. They will have to raise rates above those offered by Iron Mountain to make a profit, while the government receives the same service if they had gone directly to Iron Mountain. Based on the above information and FAR 19-502-1(a), the Contracting Specialist has determined that there is not a reasonable expectation of obtaining offers from two or more responsible small business concerns that are competitive in terms of market prices in-order to set this requirement aside, and the only remaining concerns are essentially the same company. **Note:** The original contract initial pickup, transportation, and cataloguing costs were \$12,681.00 for 1,100 cubic feet/33,000 records.

4. Description of market research conducted and results or statement why it was not conducted:

Below is a listing of commercial record storage facilities approved by the National Archive and Records Administration (NARA) for use by Federal Agencies that have certified them to NARA as compliant with 36 CFR 1234, Federal Records Storage Facility Standards:

VHAPM Part 813.106 Simplified Acquisition Procedures: Soliciting from a Single Source

Attachment 1: Single Source Justification for SAP under the SAT

- Data Savers of Jacksonville, Inc [Small/GSA (SIN 51-504-Yes/SIN 51-507-No)/DUNS: 803704154/No Exclusions/Exp. Date: 07-11-2018]
- Fileminders of Hawaii LLC doing business as Access Information Management (Large/GSA (SIN 51-504-Yes/SIN 51-507-Yes)/DUNS: 175900294/No Exclusions/Exp. Date: 11-22-2018]
- Iron Mountain Information Management LLC [Large/GSA(SIN 51-504-Yes/SIN 51-507-Yes)/DUNS: 621417633/No Exclusions/Exp. Date: 09-19-2018]
- Source HOV (Large/GSA (SIN 51-504-Yes/SIN 51-507-No)/Not in SAM)
- Archive Corporation (Small/Not in GSA/DUNS: 175686575/No Exclusions/Exp. Date: 04-17-2019)
- EDM Americas (Large/GSA (SIN 51-504-Yes/SIN 51-507-Yes)/DUNS: 064088073/No Exclusions/Exp. Date: 02/12/2019)
- Vital Records Control (Large/GSA (SIN 51-504-Yes/SIN 51-507-Yes)/DUNS: 789546905/No Exclusions/Exp. Date: 11-04-2018)
- Augusta Data Storage (Small/Not in GSA/DUNS: 785761508/No Exclusions/Exp. Date: 09-13-2018)
- Info Resources Incorporated (Not in SAM)
- Metropolitan Archives (Small/Not in GSA/DUNS: 186906306/No Exclusions/Exp. Date: 02/21/2019)
- TFE Records Storage Building (Small/DUNS: 623635844/No Exclusions/Exp. Date: 11/28/2018)
- Armor Industries (Small/Not in GSA/DUNS: 791402998/No Exclusions/Exp. Date: 09-19-2018)
- Riverbend Government Benefits Records Center (Not in SAM)
- Dunmar (Not in SAM)
- Records Imaging and Storage (Not in SAM)

A Sources Sought Notice was published on FBO from 05/01/2018 to 05/08/2018. Three responses were received. They are:

- Data Savers of Jacksonville – Small Business/approved by NARA/GSA
- TFE, Inc – Small Business – Listed as VOSB, but not verified in VIP/approved by NARA/Not in GSA
Note: In Partnership with Iron Mountain Management, LLC.
- Triple L Trucking – Not listed in SAM/Not listed in VIP/Not approved by NARA

Reviewed GSA Advantage SIN 51-504 (Records Management) and SIN 51-507 (Records Destruction) for commercial record storage facilities approved by the National Archive and Records Administration (NARA) for use by Federal Agencies that have certified them to NARA as compliant with 36 CFR 1234, Federal Records Storage Facility Standards. CS found 3 vendors that met the criteria:

- Iron Mountain Information Management LLC [Large/GSA(SIN 51-504-Yes/SIN 51-507-Yes)/DUNS: 621417633/No Exclusions/Exp. Date: 09-19-2018]
- EDM Americas (Large/GSA (SIN 51-504-Yes/SIN 51-507-Yes)/DUNS: 064088073/No Exclusions/Exp. Date: 02/12/2019)
- Vital Records Control (Large/GSA (SIN 51-504-Yes/SIN 51-507-Yes)/DUNS: 789546905/No Exclusions/Exp. Date: 11-04-2018)

5. 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.

VHAPM Part 813.106 Simplified Acquisition Procedures: Soliciting from a Single Source
Attachment 1: Single Source Justification for SAP under the SAT

Prepared by:

MICHAEL D.

WILLIAMS 641517

Digitally signed by MICHAEL
D. WILLIAMS 641517
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Michael Williams
Contracting Specialist

Date

Thomas H. Robinson
1559821

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Robinson 1559821

Date: 2018.06.07 10:30:52 -07'00'

Thomas Robinson
Contracting Officer

Date

Currently Approved Commercial Records Storage Facilities by State

This is a listing by state of the commercial records storage facilities approved by the National Archives and Records Administration (NARA) for use by those Federal agencies or entities that certified them to NARA as compliant with the 36 CFR 1234 Federal Records Storage Facility Standards. When updated, the list will be immediately posted here.

NOTE: In 1999 NARA issued standards in 36 CFR 1228 Subpart K pertaining to facilities that store Federal records. The numbering for the standards was changed in November 2009 to 36 CFR 1234, but references to the old numbering (36 CFR 1228 Subpart K) may still appear.

Federal agencies or entities must certify to NARA that a facility meets the 36 CFR 1234 standards and secure NARA approval for its use before storing their records. If a Federal agency has placed records in a records storage facility, and that agency or entity has not secured NARA approval, the agencies or entities must go through the approval process. For details concerning agency certification and the NARA approval process, see the [Federal Records Storage Facility Standards Toolkit](#). NARA will review the submitted certification documentation and make an approval or disapproval decision. Because the stored records are in the legal control and custody of Federal agencies or entities that created them, each agency or entity must submit the required documentation for NARA approval. NARA directly works only with Federal agencies regarding storing records, not commercial storage facility vendors. The Toolkit contains additional information concerning the 36 CFR 1234 facility standards and FAQs. If you have questions please contact rick.blondo@nara.gov or on (301) 837-1844.

Alabama

DataSavers

2727 31st Avenue North, Birmingham, AL

California

Access Information Management (AIM)

5950 Condor Drive, Moorpark, CA 93021

Iron Mountain

2456 Lugonia Avenue, Bldg. 6, Redlands, CA

SourceHOV (previously known as Sourcecorp Deliverex)

385 E. Brokaw Road, San Jose, CA

Connecticut

Iron Mountain

76 Halcyon Drive, Bristol, CT

Florida

Archive Corporation

6914 Asphalt Avenue, Tampa, FL 33614

DataSavers

888 Suemac Road, Jacksonville, FL 32254

EDM Americas (previously known as Diversified Information Technologies, Inc.)

8301 Western Way, Jacksonville, FL 32256

Vital Records Control of Florida (previously known as Professional Data Storage and Delivery, Inc.)

680 Atlantis Road, Melbourne, FL 32904

Georgia
Augusta Data Storage 3122 Mike Padgett Hwy, Augusta, GA 30906
Augusta Data Storage 3124 Mike Padgett Hwy, Augusta, GA 30906
Illinois
Iron Mountain 1565 Hunter Road, Hanover Park, IL
Iron Mountain 1501 East Wilson Street, Batavia, IL
Iron Mountain 2755 Alft Lane, Elgin, IL
Indiana
EDM Americas (previously known as Diversified Information Technologies, Inc.) 4200 Industrial Blvd, Indianapolis, IN 46254
Kentucky
EDM Americas (previously known as Diversified Information Technologies, Inc.) 2300 Nelson Miller Parkway, Louisville KY 40218
InfoResources Incorporated 4635 Bittersweet Road, Louisville KY 40218
Maryland
Metropolitan Archives 6200 Columbia Park Road, Landover, MD 20785
Missouri
Iron Mountain 6301 Winchester Ave., Suite 101, Kansas City, MO
New Mexico
TFE Records Storage Building 3904 National Parks Highway Carlsbad, NM
Oklahoma
Armor Industries 4639 NW 3rd Street, Oklahoma City, OK
Pennsylvania
EDM Americas (previously known as Diversified Information Technologies, Inc.) 109 Lakeside Avenue, Delano, PA
EDM Americas (previously known as Diversified Information Technologies, Inc.) 100 Ernie Preate Drive, Scranton, PA 18503
Iron Mountain 1137 Branchton Road, Boyers, PA 16020
NOTE: <i>Approval is limited to specific storage rooms, not the entire facility.</i>
South Carolina
EDM Americas (previously known as Diversified Information Technologies, Inc.) 7 Park Hill, Lugoff, SC 29078

Tennessee
Riverbend Government Benefits Records Center 2200 Polymer Drive, Chattanooga, TN
Texas
EDM Americas (previously known as Diversified Information Technologies, Inc.) 101 Highway 90 East, Sealy, TX 77474
SourceHOV (previously known as Sourcecorp Deliverex) 2651 Graowler Road, Irving, TX
SourceHOV (previously known as Sourcecorp Deliverex) 3700 W. Royal Lane, Irving, TX
Virginia
Dunmar 8030 White Pine Road, Richmond, VA 23237
EDM Americas (previously known as Diversified Information Technologies, Inc.) 13441 Liberty Lane, Gordonsville, VA 22942
Iron Mountain 2031 International Pkwy, Fredericksburg, VA
Iron Mountain 45675 Terminal Drive, Sterling, VA
West Virginia
Records Imaging and Storage 2805 Ohio Avenue, Parkersburg, WV

Statement of Capabilities for Sources Sought No. 36C25818R0270 Records Management Follow-on for the Department of Veterans Affairs

Submitted to:



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Submitted by:



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May 7, 2018

NOTICE

This response includes data that shall not be disclosed outside the Department of Veterans Affairs or the Government and shall not be duplicated, used or disclosed—in whole or in part—for any purpose other than to evaluate this response. If, however, a contract is awarded to this Offeror as a result of—or in connection with—the submission of this data, the Department of Veterans Affairs or the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Department of Veterans Affairs or the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained on all sheets of this response.

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INTRODUCTION



TFE submits this capability statement to the Department of Veterans Affairs in response to Sources Sought No. 36C25818R0270 Records Management Follow-on. TFE is a **veteran-owned small business (VOSB)** providing information and records management solutions that accelerate the delivery of business value and compliance for our Government and

commercial clients. We are experienced in providing a wide range of records management services in compliance with U.S. Department of Energy (DOE) Order 234.1B, *Records Management Program*; U.S. National Archives and Records Administration (NARA) 36 CFR Part 1228, Subpart K, *Facility Standards for Records Storage Facilities*; American Society of Mechanical Engineers (ASME) Nuclear Quality Assurance (NQA-1) requirements; and commercial records storage requirements.

TFE has 28 years of proven success in helping our clients meet and exceed their budgetary, schedule, and performance objectives. A few of our current and past clients are listed here:

- Fluor Paducah Deactivation Project, Paducah, KY
- Swift and Staley, Paducah, KY
- Paducah Remediation Services, LLC, Paducah, KY
- URS|CH2M Oak Ridge LLC, Oak Ridge, TN, Portsmouth, OH, & Paducah, KY
- Babcock & Wilcox Conversion Services, LLC, Paducah, KY, and Piketon, OH
- CH2M Hill Plateau Remediation Company, Richland, WA
- Bechtel National, Inc., Richland, WA
- Nuclear Waste Partnership LLC, Carlsbad, NM
- Savannah River Remediation LLC, Aiken, SC
- Tennessee Valley Authority, Chattanooga, TN



To serve the Department of Veterans Affairs for this scope, TFE intends to prime the opportunity and team with our established partner Iron Mountain, hereinafter the “Team.”

Founded in 1951, Iron Mountain is a recognized industry leader in managing, storing, and digitizing paper and electronic records manages billions of information assets, including business records, electronic files, medical data, emails and more for organizations around the world.

As the following sections will demonstrate, the Team has the existing facilities, equipment, personnel, programs and procedures to take on this scope of work for the Department of Veterans Affairs. As our existing experience will demonstrate, we have a proven team of experts