

**LIMITED SOURCES JUSTIFICATION**

**ORDER >\$3,000**

**FAR PART 8.405-6**

**2237 Transaction # or Vista Equipment Transaction #:** 509-13-2-4980-0008

This acquisition is conducted under the authority of the Multiple Award Schedule Program. The material or service listed in par. 3 below is sole source, therefore, consideration of the number of contractors required by FAR Subpart 8.4 – Federal Supply Schedules, is precluded for the reasons indicated below.

**Restricted to the following source:** Provide original manufacturer's name for material or contractor's name for service. (If a sole source manufacturer distributes via dealers, ALSO provide dealer information.)

Manufacturer/Contractor: Modern Business Equipment

Manufacturer/Contractor POC & phone number: Bob Barnes, 706-724-8700

Mfgr/Contractor Address: 1445 Greene St

Dealer/Rep address/phone number: 706-724-8700

☒ The requested material or service represents the minimum requirements of the Government.

**(1) AGENCY AND CONTRACTING ACTIVITY:**

Department of Veterans Affairs

NCO 7 Contracting Activity

Hatcher Building

501 Greene St, Suite 2

Augusta, GA 30904

**VISN:**

7

**(2) NATURE AND/OR DESCRIPTION OF ACTION BEING APPROVED:**

New, Firm-Fixed Priced Contract for office furniture for new Fiscal offices.

**(3) (a) A DESCRIPTION OF THE SUPPLIES OR SERVICES REQUIRED TO MEET THE AGENCY'S NEED:**

Products include office desks, workstations, chairs, tables, file storage system, and artwork for 55 employees.

Agency need is to relocate these employees to off site location to make room for patient care accommodations.

**(b) ESTIMATED DOLLAR VALUE:** \$330,417.16

**(c) REQUIRED DELIVERY DATE:** March 29, 2013

**(4) IDENTIFICATION OF THE JUSTIFICATION RATIONALE (SEE FAR 8.405-6), AND IF APPLICABLE, A DEMONSTRATION OF THE PROPOSED CONTRACTOR'S UNIQUE QUALIFICATIONS TO PROVIDE THE REQUIRED SUPPLY OR SERVICE.**

☒ An urgent and compelling need exists, and following the ordering procedures would result in unacceptable delays.

Charlie Norwood VA Medical Center is in urgent need of patient care space accommodations. All Downtown

patient rooms are being converted into private rooms as part of the Patient and Family Center Care Project. This is a major project pending the relocation of all Downtown Division Human Resource Management and Fiscal personnel into the current CAO offices at the Uptown Division. The CNVAMC facility has mandated that the VISN Accounting offices relocate expeditiously in order to meet patient care needs. While there are other comprehensive office packages contract holders who could provide the requested products, there is not enough time to have them scheduled to walk through, provide drawings, and sit down with management to pick out and coordinate each item of the new office space required. Market research had begun with other vendors via GSA Advantage and Unicom Websites (see Section 5). Before further contract vendors could be brought out, the mandate was received that the CAO needed to relocate urgently. Facility Personnel have already been in the area measuring for the new spaces required for the relocation of the Downtown offices. The contractors providing the rebuild of the new offices had to have furniture specifications in order to proceed. Due to lead times required after receipt of order to get furniture in place, it is urgent to award contract as soon as possible. Modern Business Equipment was chosen because they are local, they can provide all items on their office package contract, and they have a record of satisfactory performance. They had already reviewed architect's drawings of the site and provided all information, including CAD drawings, needed to meet Accounting's requirements. They also recently met the needs of another new office opening when they assisted with the Augusta Vet Center.

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**(5) DESCRIBE WHY YOU BELIEVE THE ORDER REPRESENTS THE BEST VALUE CONSISTENT WITH FAR 8.4 TO AID THE CONTRACTING OFFICER IN MAKING THIS BEST VALUE DETERMINATION:**

Prices were already determined to be fair and reasonable at time of contract GS28F0038U award. Comparable items were available on GSA and offered very comparable prices to the quotes we received from Modern Business, whose prices were discounted even further than their FSS prices. Top tiered discounts between 60% - 70% were applied to products provided by manufacturers Maxon and Logiflex, who provided the bulk of the products quoted by Modern Business Equipment.

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**(6) DESCRIBE THE MARKET RESEARCH CONDUCTED AMONG SCHEDULE HOLDERS AND THE RESULTS OR A STATEMENT OF THE REASON MARKET RESEARCH WAS NOT CONDUCTED:**

The Chief and Deputy Chief of the CAO performed market research in the Augusta, GA area to determine what local sources were capable of providing a comprehensive office solution package, to include furniture, storage for large volume of files, art work, and traditional office products (i.e., marker boards, lamps, etc). Several vendors in the area were contacted and their online reference material was closely reviewed.

The Chief and Deputy extensively researched UNICOR and GSA Advantage to compare prices, examine manufacturer specifications for various items of furniture, files, seating, system furniture, etc. Many of the items were available on GSA and offered very comparable prices to the quotes we received from Modern Business, whose prices were discounted even further than their FSS prices. What was clear based on this research was that a multi function, system integrated filing solution was not one of the offerings. The furniture in many instances was the same across multiple vendors, but the filing solution was not apparent.

Multiple site visits were made to the Augusta Vet Center to discuss with their managers and examine the quality, customer service, timeliness, responsiveness, and overall satisfaction as to their arrangement with MBS. All of the feedback we received indicated extremely positive interactions with the representatives and the cost was far less than we anticipated.

After reviewing available online literature, reference information, websites, etc., a determination was made that

Modern Business Systems LLC, provided the best and most comprehensive solutions to our needs. They have a proven track record of working closely with other VA entities to provide furnishings and other items. Their customer service has been exemplary in discussions with department directors at the Augusta Vet Center who utilized their services. They to our knowledge have been the only vendor to provide a detailed, comprehensive, efficient, and state of the art filing solution to accommodate our vast accounting record storage issue, and that has set them apart from all other vendors. The vendors we reviewed did not support large volume storage solutions and this requirement was not within their scope of services, but rather relied on individual filing systems (ie, filing cabinets, lateral files, etc.). The sheer volume of accounting records that we maintain for eight medical centers dictates and requires that we are provided with a modern and efficient filing system that accommodates our needs. This requirement is the most important component of our operations, and it is critical that we ensure any potential vendor we reviewed had the capability to provide this service.

**(7) ANY OTHER FACTS SUPPORTING THE JUSTIFICATION:**

The new office building has already begun renovations to accommodate the specifications of the furniture that Modern Business Equipment offers. The tentative lease start date of the Phoenix Building offices is April 1, 2013. Furniture needs to be ready to be installed at start of lease.

**(8) A STATEMENT OF THE ACTIONS, IF ANY, THE AGENCY MAY TAKE TO REMOVE OR OVERCOME ANY BARRIERS THAT LED TO THE RESTRICTED CONSIDERATION BEFORE ANY SUBSEQUENT ACQUISITION FOR THE SUPPLIES OR SERVICES IS MADE:**

This is a one-time buy.

**(9) 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. I understand that processing of this limited sources justification restricts consideration of Federal Supply Schedule contractors to fewer than the number required by FAR Subpart 8.4. *(This signature is the requestor's supervisor, fund control point official, chief of service or someone with responsibility and accountability.)*

SIGNATURE

DATE

NAME

TITLE

SERVICE LINE/SECTION

FACILITY

**(10) APPROVALS IN ACCORDANCE WITH FAR 8.405-6(d):**

**a. CONTRACTING OFFICER'S CERTIFICATION (required):** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.

  
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CONTRACTING OFFICER'S SIGNATURE

2/19/13  
\_\_\_\_\_  
DATE

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JUAN A. JUSINO, Site Team Manager

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NCO 7 Network Contracting, Augusta, GA.

**c. NCM/PCM/DESIGNEE:** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.

*MUF*  
  
\_\_\_\_\_  
SIGNATURE

2/19/2013  
\_\_\_\_\_  
DATE

*for*  
Calvin Thomas Jr. D, NCM #7  
\_\_\_\_\_  
DEBORAH F. MATTINGLY

Network Contract Manager  
VA Southeast Network – NCO 7