

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 – Station 503 “Justification for Other Than Full and Open Competition.”* Purchase Request Number 503-13-3-5068-0587 –Automated Chlorination System

2. **Nature and/or Description of the Action Being Processed:**

Legionella testing was completed in the domestic water system and cooling tower condensing water system on May 8th, 2013. On Tuesday May 28th, the results were received and reviewed which showed low quantities of legionella (18 of the 19 samples were below the VA threshold of 10 cfu/ml) and that no samples revealed Legionella Pneumophila. A management meeting followed which resulted in the conclusion that the medical center faucets be flushed via superheating at 160 degrees for 30 minutes and that a chlorine system be installed to ensure residual chlorine is maintained in the medical center.

On May 29th the facility distribution system was flushed with superheated water and a temporary sodium hypochlorite injection system installed to introduce chlorine into the water system. Because the injection system installed on May 29th is temporary and requires manual controlling, an automated system needs installed until a permanent solution can be designed and installed.

3. **Description of Supplies/Services Required to Meet the Agency's Needs:**

The following details the required work to be completed:

- Provide all materials, equipment, and labor to install:
 - o An automated sodium hypochlorite injection system. It shall be capable of reading water flow and adjusting proper amounts of chlorine into the main domestic water feed from the boiler plant. The system shall be capable of providing chlorine for a water usage up to 155,000 CCF per month. The injection system shall be located immediately downstream of the reservoir.
 - o The system shall comply with the Safe Water Drinking Act, the Pennsylvania Drinking water regulations and standards, ASHRAE, and the water treatment specialist designing/installing the system.
 - o Monitoring equipment specifically designed for the chemicals being utilized. This shall include a chlorine and pH analyzer.
 - o An automated chemical injection system shall also be set up for the condensing water loop of the chiller system.
 - o All wiring, connections, and material shall be supplied and installed.
 - o Start up and training shall be included.

- Initial chemicals for up to one year's use shall be supplied.

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):**

There is an urgent and compelling need to have this system installed immediately. We are temporarily injecting sodium hypochlorite into the domestic main feed of the hospital. This system is manual and a boiler plant operator must check the ppm of free chlorine leaving the plant on at least an hourly basis. Maintenance staff are also taking readings throughout the day at the medical center and relaying free chlorine levels back to the boiler plant operator. This system is very crude and could easily result in over chlorination of the system if not checked appropriately.

The contractor being used for this currently maintains the chemicals for both the boiler plant feed system and the chiller plant feed system. The company is familiar with the site and can be onsite quickly for any remedial action. The company also is well known for their ability in chemical feeding applications and is used by companies throughout western Pennsylvania.

6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:**

Due to the Urgent and Compelling need, this contract shall be sole sourced to CTI water Treatment Solutions. If the system was being installed under normal circumstances the contract could be sent out for open market or as part of the MATOC.

When the permanent treatment system is designed the MATOC contractors will be solicited for bids.

7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:**

The government has provided an independent estimate that will be used to compare the contractor's actual price with.

8. **Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:**

Other contractor's may be capable of providing these systems. However because of the urgent and compelling nature and because this contractor is familiar with the site and already provides chemicals to

both the boiler plant and chiller system this shall be sole sourced.

9. **Any Other Facts Supporting the Use of Other than Full and Open Competition:** N/A

10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:** N/A

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: N/A Urgent and Compelling

11. **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 of Facilities
Facility: VISN 4 VAMC Altoona, PA

06/10/2013
Date

12. **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.

Michael J. Koontz
Name: Michael Koontz
Title: Contracting Officer
Facility: VISN 4 VAMC Altoona, PA

6/12/13
Date

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.

Shawn Smith
Name: SHAWN SMITH
Title: Supervisory Contract Specialist
Facility: VISN 4 VAMC Altoona, PA

6/12/13
Date

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

Memorandum 2011-003
December 28, 2010

- b. NCM: I certify the justification meets requirements for other than full and open competition.

NIA

Name:
Network Contract Manager
VISN 4 VAMC Altoona, PA

Date

- c. SAO East: I certify the justification meets requirements for other than full and open competition.

NIA

Jeffrey R. Ryan
Director
Service Area Office, East

Date