

Memorandum for Record – Limiting Competition at or Below the Simplified Acquisition Threshold

1.0 CONTRACTING ACTIVITY:

ARMY CONTRACTING COMMAND – ABERDEEN PROVING GROUND
TOBYHANNA DIVISION
11 HAP ARNOLD BLVD
TOBYHANNA, PA 18466-5100

2.0 DESCRIPTION of ACTION:

FISCAL YEAR: 2023 ☐ OMA ☒ AWC ☐ OTHER:

☒ NEW REQUIREMENT ☐ FOLLOW-ON REQUIREMENT PAN NO.: 009627 PURCHASE REQUEST NO.: W25G1V305500PZ

NAME of PROPOSED CONTRACTOR and ADDRESS:

BRAND NAME ONLY?

MORE THAN 1 PR? ☒ NO ☐ YES

Field - Shaw 54475 Unscripted #305
Improvisation

☐ NO ☒ YES

Border - Shaw 54786 Color accents
#62761 Portabella

TYPE of CONTRACT: ☒ FIRM FIXED PRICE ☐ COST REIMBURSABLE
☐ TIME & MATERIALS/LABOR HOURS ☐ HYBRID

3.0 DESCRIPTION of REQUIREMENT:

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This purchase order will consist of services associated with the replacement of both the field and border carpet tiles only in the areas that were affected by a previous Glycol spill, located in building 11 3rd floor command group area. The areas in question total approx. 2100 square feet.
J&A Control Number JA-23-Toby-232

TOTAL VALUE: [REDACTED] (Calculated Field)

START TO END VALUE

PERIOD of PERFORMANCE (PoP) / BASE PERIOD: 05/15/23 05/26/23 [REDACTED]

FAR 52.217-8: _____

WILL OPTION YEARS BE REQUIRED?: ☒ NO ☐ YES

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4.0 AUTHORITY: (To be filled out by the Contracting Activity)

☒ FAR 13.106-1(b)(1):
PURCHASES **NOT EXCEEDING** the **SIMPLIFIED ACQUISITION THRESHOLD, (SAT), \$250,000.00**, ONLY ONE SOURCE
REASONABLY AVAILABLE, URGENCY, EXCLUSIVE LICENSING AGREEMENTS, BRAND NAME, or INDUSTRIAL MOBILIZATION.

OR

☐ FAR 8.405-6(a)(1)(i)(B) and 8.405-6(b)(1): BRAND NAME

☐ FAR 8.405-6(a)(1)(i)(A): URGENCY

☐ FAR 8.405-6(a)(1)(i)(B): ONLY ONE SOURCE is CAPABLE

☐ FAR 8.405-6(a)(1)(i)(C): LOGICAL FOLLOW-ON

OR

☐ FAR 16.505(a)(4): BRAND NAME

☐ FAR 16.505(b)(2)(i)(A): URGENCY

☐ FAR 16.505(b)(2)(i)(B): ONLY ONE Awardee is CAPABLE

☐ FAR 16.505(b)(2)(i)(C): LOGICAL FOLLOW-ON

☐ FAR 16.505(b)(2)(i)(D): MINIMUM GUARANTEE

5.0 REASON for AUTHORITY CITED:

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Determination for the sole source was made due to the fact that the carpet tile must match the existing carpet tile that is currently installed throughout the building 11 3rd floor command group area.

This will significantly reduce the cost of the contract by limiting the area of replacement to only that area effected by glycol spill.

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6.0 PUBLICIZING CONTRACT ACTIONS: *(To be filled out by the Contracting Activity)*

FOR FAR PART 13 ACTIONS, the PUBLIC DISPLAY and SYNOPSIS REQUIREMENTS of FAR 5.101 and 5.203...

☐ (a) ... do NOT apply due to the \$25,000.00 threshold; ☒ (b) ... apply and WILL be followed;

☐ (c) ... do NOT apply due to exception at 5.202

REQUIREMENT to POST JUSTIFICATION in ACCORDANCE with FAR 8.405-6(b)(3), FAR 13.105(c), or FAR 16.505(a)(4)(iii)(A)...

☐ Action is NOT a brand name restriction and will be followed.

☐ Action is a brand name restriction, UNDER \$25K – NO POSTING REQUIRED.

☒ Action is a brand name restriction, OVER \$25K. It will be redacted and posted with the solicitation.

☐ Action is a brand name restriction, OVER \$25K, but will NOT be posted due to exception:

7.0 MARKET RESEARCH:

[SHOW Red Text Again \(Click HERE\).](#)

Market research involved locating the documentation listing the type, style and manufacturer of the existing carpet in that area. As well as purchasing a box of each and laying samples next to existing in order to assure that both the field and border carpet tiles do indeed match existing. Which they do.

8.0 OTHER FACTS:

[SHOW Red Text Again \(Click HERE\).](#)

Limit cost and also disruption to personnel.

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9.0 TECHNICAL / REQUIREMENTS CERTIFICATION:

I certify 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.

TYPED NA

DATE: 04/05/23

TITLE: Engineering Tech/COR

SIGNATURE

10.0 CONTRACTING OFFICER CERTIFICATION / APPROVAL:

I certify that this justification is accurate and complete to the best of my knowledge and belief, and that completing this purchase as a sole source is in the best interest of the Government. Additionally, I approve this justification to limit competition to the availability of funds and provided that the supplies herein described have otherwise been authorized for acquisition.

THIS JUSTIFICATION IS: ☒ APPROVED ☐ NOT MET

TYPED NAME:

DATE: 04/12/23

TITLE: CONTRACTING OFFICER

SIGNATURE: