

SIMPLIFIED ACQUISITION PROCEDURES (SAP)

Justification for Brand Name and or Sole Source Acquisitions Over \$3,000 but not Exceeding
The Simplified Acquisition Threshold (SAT)

SOLICITATIONS MAY BE LIMITED TO ONE SOURCE ONLY IF THE CONTRACTING OFFICER DETERMINES THAT ONLY ONE SOURCE IS REASONABLE AVAILABLE. THIS DETERMINATION MUST BE SUPPORTED WITH FULL JUSTIFICATION FOR SOLE SOURCE FROM THE CUSTOMER. WHEN THE CUSTOMER DESCRIBES AN ITEM WITH A PURCHASE DESCRIPTION, WHICH LIMITS THE AVAILABILITY TO ONE SOURCE, THE JUSTIFICATION MUST EXPLAIN WHY THE ITEM IS THE ONLY ONE THAT WILL MEET THE GOVERNMENTS REQUIREMENT. STATEMENTS SUCH AS "ONLY KNOWN SOURCE" OR "ONLY SOURCE WHICH CAN MEET THE REQUIRED DELIVERY DATE "ARE INADEQUATE TO SUPPORT A SOLE SOURCE PURCHASE THE CUSTOMER SHALL PROVIDE THE FOLLOWING INFORMATION:

1. PURCHASE REQUEST OR REQUISITION NUMBER	2. PROJECT/TASK NUMBER	3. ESTIMATED AMOUNT
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4. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED AND THE INTENDED USE.
Rent for 6 months 3 pieces of equipment; Nordco Auto-lift , Nordco SP2R Spike Puller, Nordco CX Spiker with Boom & Winch

5. UNIQUE CHARACTERISTIC THAT LIMIT AVIALIABILITY TO ONLY ONE SOURCE, WITH THE REASON NO OTHER SUPPLIES OR SERVICES CAN BE USED. MOST RECENT MARKET RESEARCH CONDUCTED (INCLUDE DATES & DETAILS). IF MARKET RESEARCH WAS NOT CONDUCTED, EXPLAIN.
The equipment availability must meet our needs and time requirements. Nordco meets these requirements.

6. REASON THAT SUGGESTED SOURCE IS THE ONLY SOURCE WHICH CAN PROVIDE THE SUPPLIES OR SERVICES. COMPATIBILITY WITH EXISTING SYSTEM, IF APPLICABLE, & NON-COMPATIBILITY COULD RESULT IN EXCESSIVE ADDITIONAL MANUFACTURING AND/OR RESEARCH AND DEVELOPMENT COSTS.
The equipment needs to be available and ready to ship.

7. EXPLAIN WHY AN ADEQUATE PURCHASE DESCRIPTION OR OTHER INFORMATION SUITABLE TO SOLICIT BY FULL AND OPEN COMPETITION HAS NOT BEEN DEVELOPED OR ARE NOT AVAILABLE.
The urgent nature of the job does not allow for the time needed to use the normal solicitation process.

8. PROVIDE A STATEMENT OF ACTIONS, IF ANY THE GOVERNMENT MAY TAKE TO REMOVE OR OVERCOME ANY BARRIER TO COMPETITION BEFORE FUTURE ACQUISITIONS ARE REQUIRED. IF THIS IS A FOLLOW-ON ACTION TO A PREVIOUSLY COMPETED ACTION, SO STATE.
Due to the nature of the subject matter no further action can be reasonably determined at this time.

9A. OFFICE SYMBOL	9B. TELEPHONE NUMBER		9D. DATE
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10A. OFFICE SYMBOL	10B. TELEPHONE NUMBER		10D. DATE
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