

SOURCE JUSTIFICATION FORM

Bureau of Procurement

The objective of this form is to capture all relevant documentation an Agency may have to assist the Department of General Services ("DGS"), Bureau of Procurement, in expediting the source justification review process. This form must be completed electronically, signed, and submitted with all relevant documentation to DGS. If a question is neither mandatory nor applicable, please indicate "N/A". Please use standard terminology and define acronyms.

SECTION A

1. Agency Name:	Department of Transportation		
2. Procurement Description: This description will appear on the eMarketplace website for public viewing	This procurement is for the completion of the construction of maintenance platforms/pads for ITS elements along the State Route 309 corridor in Montgomery County.		
Materials Description:			
Services Description:	Services include the completion of the construction of maintenance platforms/pads for ITS elements along the Route 309 corridor in Montgomery County. These platforms/pads are required for providing safe, easy access for maintenance of ITS elements which were installed under previous contracts.		
3. Materials Shopping Cart # or Services SPR#	6100031282	Estimated Cost:	\$100,001 - \$250K
		Initial Contract Term:	6 months
		Renewals:	N/A
4. Supplier - Name:	Carr & Duff, Inc.		
Full Address:	2100 Byberry Road Huntington Valley, PA 19006		
Contact Name:	Peter Huber		
Telephone:	215-328-2448	FAX:	215-675-9800
E-mail:	phuber@carrduff.com		
SRM Supplier #:	118491		
5. Delivery or service location:	Various locations along State Route 309 in Montgom		

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SECTION B

- ☒ **1. Sole Source:** Only known source - Not available from another supplier.
- ☐ **2. Material/Repair/Maintenance:** Material or service MUST be compatible with existing equipment. Documentation must be provided from the manufacturer.
- ☐ **3. Used Equipment:** Value set by 2 independent 3rd party appraisals.
- ☐ **4. Professional Expert:** Describe in detail in Section C.
- ☐ **5. Exempt (Law):** A federal or state statute or regulation exempts the procurement from the competitive procedure. Any applicable information precluding the procurement from competitive procedures must be attached.
- ☐ **6. Feasibility:** Clearly not feasible to award the contract on a competitive basis.

SECTION C

1. Describe the unique features of this procurement that prohibit a competitive environment. If applicable, attach a Statement of Work ("SOW").

This work was previously awarded and started under RFP 354R01 by vendor Carr & Duff, Inc. At the time the RFP contract expired, Carr & Duff had only partially completed 13 work sites. It is advantageous for the Department and Commonwealth to have Carr & Duff complete the remaining work for the following reasons: Carr & Duff has completed the bulk of the overall work at each of the 13 sites which includes the formwork needed for concrete placement, the design of the platforms/pads, and the procuring of the materials to finish the work. Carr & Duff also has intimate knowledge of the accessibility of the work sites, and have a workforce presence in the immediate area which will reduce further delay.

2. Document and attach the research that has been conducted to date to verify the supplier is the only known source.

Carr & Duff was chosen through a competitive sealed bid procurement under RFP 354R01 to complete the work in question. During the contract term, Carr & Duff completed the three (3) remaining work sites to the terms and conditions of the RFP contract. They are fully capable of providing the services to complete the remaining work and are in a unique position to prevent further project cost and delays to the Department.

3. Does the supplier utilize distributors, dealers, resellers, etc.? If "Yes," please identify.

N/A

4. Are there compatibility requirements or compliance requirements with a warranty or service agreement? If "Yes," please explain.

N/A

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5. How has the material or service been procured in the past? Please provide previous source justifications, contracts, & PO's for this material or service.

The work completed to date on the ITS maintenance platforms/pads was completed under RFP 354R01. A Supplemental Agreement was executed under 354R01-A on 12/31/2013 with an expiration date of 3/5/2014.

6. If procured through the IT ITQ process, please provide original \$ amount and contract period of order. Is this the final phase of the project?

N/A

7. If this is an upgrade, addition, alteration, etc., to an earlier procurement, please describe in detail.

This procurement is needed to complete the work which was included in the Supplement 354R01-A. The supplement included a three (3) month time extension which expired before the work could be completed. The completion of the work was affected by design review times, which were longer than expected, as well as severe winter weather which created a situation where it was difficult and in some cases unreasonable for Carr & Duff to complete the work in a timely manner.

8. What are the consequences of not approving this procurement?

If not approved, the construction of maintenance platforms/pads for the remaining 13 sites will need to be acquired through another procurement method. In addition to the delay and cost associated with another competitive procurement, it is likely that a new vendor would recommend repeating work already partially completed due to the nature of the construction work. This would result in additional unnecessary spend and delay. There is also the potential for unsafe working conditions at each site during future maintenance work on the ITS elements. In order to ensure safety, traffic flow along State Route 309 may be impacted to allow access to locations where the only available means to perform maintenance would require lane closures.

9. If timing is a factor, what is the time factor and why?

Timing is a factor, as the validity period will need to begin after winter operations. Work cannot be conducted in winter weather conditions.

10. List any other information relevant to the acquisition of this procurement here or as an attachment.

N/A

11. For requests > \$100,000, has the supplier signed cost or pricing data certification and is the pricing breakdown attached?

Vendor invoice is attached for the partial work completed at the 13 sites.

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SECTION D

IMPORTANT*: The printed names on this form shall constitute the signatures of these individuals. Agencies must insure that these individuals review the completed form and give their consent to apply their printed name on this form. No handwritten signatures shall be required in order for the form to be considered "signed" by those individuals whose names appear in the signature section of the form.

Shopping Cart Contact Person (Person whom DGS will contact regarding the Shopping Cart):

Name:	David J. Weaver	P-Group:	MO9-7869-TR Off Srvs	Date:	12-16-14
Title:	Management Analyst II	Telephone:		Fax:	

Agency Contact Person: Person in your agency that DGS can contact for additional information, etc.

Name:	Brian A. Early	Title:	Sr. Civil Engineer Manager	Date:	07-07-14
Telephone:		Fax:		Email:	bearly@pa.gov

Approving Authority (Agency Head or Deputy reviewing and approving this request): Approving Authority connotes approval of the source justification and the cost or pricing data certification.

Name:	Bradley Mallory	Title:	Executive Deputy Secretary for Ac	Date:	12-11-14
Telephone:		Fax:			

Additional Approvals (if required by Agency):

Name:	Scott Christie	Title:	Deputy Secretary for Highway Ad	Date:	12-09-14
Telephone:		Fax:		Email:	rchristie@pa.gov
Name:	Scott Christie	Title:	Deputy Secretary for Highway Ad	Date:	12-09-14
Telephone:		Fax:		Email:	rchristie@pa.gov
Name:		Title:		Date:	
Telephone:		Fax:		Email:	
Name:		Title:		Date:	
Telephone:		Fax:		Email:	
Name:		Title:		Date:	
Telephone:		Fax:		Email:	
Name:		Title:		Date:	
Telephone:		Fax:		Email:	