

DEPARTMENT OF THE TREASURY
SF 1013 - JUSTIFICATION & APPROVAL FOR FAR SUBPART 13.5 SOLE SOURCE
(INCLUDING BRAND NAME) ACQUISITIONS
ACQUISITION TITLE: "Facility Maintenance and Improvement IDIQ"

1. Identification of the requiring activity and the contracting activity: The requiring activity is the Bureau of the Fiscal Service (Fiscal Service), Facilities Management Branch (FMB) ¹ and the contracting activity is Treasury Common Services Center (TCSC) Procurement.	
2.a Nature and/or description of the action being approved: The purpose of this sole source justification is to obtain approval to award an indefinite delivery indefinite quantity (IDIQ) contract with the Leased Housing Developers Company for the purchase of Facility Maintenance and Improvements at the Government facility located at 200 3 rd Street, Parkersburg, WV 26106 as described in section 3.a below. The need by date for these services is 06/26/2026. The period of performance will be for one (1) 12-month base period and four (4) 12-month option periods. A purchase request (PR) was not submitted due to this requirement being for the establishment of an IDIQ which does not obligate funds but has a not-to-exceed amount.	
2.b Name of the vendor. Leased Housing Developers Company	
2.c Requisition No.: Not applicable; IDIQ Set up	
2.d Bridge contract: ☐ Yes ☒ No	2.e Brand name: ☐ Yes ☒ No
3.a A description of the supplies or services required to meet the agency's needs: The proposed acquisition is to establish an IDIQ for the procurement of Facility Maintenance and Improvement services in accordance with the performance work statement (PWS) and lease no. GS-03B-12083. The program office identified equipment and systems requiring maintenance and improvements within the PWS and they are HVAC, plumbing system, electrical system, elevators, fire protection system, and vinyl wall coverings. The lessor shall provide all labor, materials, equipment, tools, and supervision necessary to perform ongoing building system alterations at Fiscal Service Building, 200 3 rd Street, Parkersburg, WV 26106. Rates for services will be established at the Base IDIQ level, incorporating wage determinations applicable to the place of performance. Supplies will be acquired as-needed at the order level.	
3.b Includes IT: ☐ Yes ☒ No	
3.c IGCE/Estimated dollar value (include period of performance breakdown): The Independent Government Cost Estimate (IGCE) is \$1,000,000.00 inclusive of one (1) 12-month base period and four (4) 12-month option periods. The IGCE is broken down as follows: Base Period: \$200,000.00 Option Period 1: \$200,000.00 Option Period 2: \$200,000.00 Option Period 3: \$200,000.00 Option Period 4: \$200,000.00	
4. Identification of the authority being used (Check the box that applies): ☒ 41 U.S.C. 1901 – Simplified acquisition procedures. ☐ 41 U.S.C. 1903 – Special emergency procurement authority.	

¹ Previously the West Virginia Facilities Service Branch (WVFSB).

5. A demonstration that the proposed contractor's unique qualifications or the nature of the acquisition requires use of the authority cited:

The proposed contractor's unique qualifications and the nature of the acquisition requires use of the authority cited as follows:

Leased Housing Developers Company is the only authorized maintenance provider according to lease no. GS-03B-12083. The proposed contractor is the lessor whose principal place of business is 200 3rd Street, Parkesburg, WV 26106 and owns the property. Therefore, the proposed source has the sole unique technical and other resources required for this acquisition.

6. A description of efforts to ensure that offers were solicited from as many potential sources as is practicable, including whether a notice was or will be publicized as required by FAR subpart 5.2 and, if not, which exception under FAR 5.202 applies:

Due to the nature of this acquisition and the unique qualifications of the proposed contractor as described in section 5 above, the Government is unable to solicit sources at this time. The Government will continue to seek competition for these services for subsequent acquisitions.

In accordance with FAR subpart 5.2, an intent to sole source was posted to SAM.gov, contracting opportunities from 01/30/2026 through 02/06/2026, and no responses were received. The justification will be made publicly available on Contract Opportunities within 14 days after contract award and posted for a minimum of 30 days, in accordance with FAR 6.301 (DEVIATION JUL 2025).

7. A determination by the contracting officer that the anticipated cost to the Government will be fair and reasonable:

The Contracting Officer will determine if the anticipated price(s) will be fair and reasonable based on the history of prices paid for these types of services and by considering applicable wage determinations. A comparison of the proposed prices received in response to the solicitation will be completed as well as a comparison of the proposed prices with the Independent Government Cost Estimate (IGCE).

8. A description of the market research conducted (see FAR part 10) and the results or a statement of the reason market research was not conducted:

Market research was conducted by the Contract Specialist and Program Office between January 2026 and February 2026. Mandatory sources of supply Personal Property Management System (PPMS), UNICOR, AbilityOne, SPE-Designated Treasury Mandatory sources, FM QSMO, and Acquisition Gateway's current Best-in-Class (BIC) solutions were searched. Market research indicated that mandatory sources could not provide the facility maintenance and improvement services required for this acquisition. The history of this acquisition shows that facility maintenance was previously procured through an IDIQ with the Contractor who owns the facility or the lessor. Contract terms in lease no. GS-03B-12083 indicates that the lessor is responsible for the total maintenance and repair of the leased facility. The market research results support the Government's determination to obtain these services on a sole source basis to the lessor, Leased Housing Development Company.

9.a Any other facts supporting this justification:

The procurement history indicates that an IDIQ contract for facilities maintenance and alterations was established through Award # 2033H618D00003. This IDIQ was awarded on 08/10/2018 with a period of performance of 08/08/2018 to 08/08/2023; the not to exceed amount was \$1,500,000.00. It was solicited as a sole source to Leased Housing Developers Company under lease no. GS-03B-12083.

9.b Attachments: ☒ Yes ☐ No Lease no. GS-03B-12038 and Extension

10. A listing of sources, if any, that expressed, in writing, an interest in the acquisition:

A synopsis of the proposed contract action was posted on SAM.gov, contract opportunities on 01/30/2026. The Intent to Sole Source requested that interested parties express their interest by providing a capabilities statement in writing to the Contract Specialist. There have been no responses of expressed interest to the synopsis.

11. A statement of the actions, if any, the Requiring Activity or Contracting Activity may take to remove or overcome any barriers to competition before any subsequent acquisition for the supplies or services required:

The Contracting Activity will continue to search the marketplace for potential sources. The requiring activity will continue to attend industry trade shows and other forums for purposes of seeking potential sources of supply.

Prior to award expiration, market research will be performed and may reveal that the terms of the lease have changed, which will allow competition and better pricing. In the event that the terms of the lease changes, the Government will reevaluate and determine whether the requirement can or cannot be competed. Approval of this sole source provides the Government with the necessary time to complete the evaluation process and make a new award.

12. Certifications and Approvals:

12.a Program Office certification (Requiring Activity). I hereby certify that any supporting information and data provided, which form the basis for this justification, are accurate and complete to the best of my knowledge and belief.

Name: Contracting Officer's Representative Date: _____

Signature: _____

12.b Contracting Officer certification and approval. I hereby determine the circumstances of this acquisition support the justification to acquire the item(s) on a sole source (including brand name) basis under the authority of FAR subpart 13.5. I also certify this justification is accurate and complete to the best of my knowledge and belief. Therefore, unless additional approvals are required as prescribed below, as the authorized contracting officer for this acquisition, I hereby approve this justification.

Name: _____ Date: _____

Signature: _____

13. Additional Reviews and Approvals (As applicable):

13.a Bureau Chief Information Officer or Authorized Designee (for IT requirements that are over \$5 million, but not exceeding \$75 million) (Contracting Activity). I have reviewed this justification and find it to be accurate and complete to the best of my knowledge and belief, and representative of the Government's need. Therefore, I hereby consent to the approval of this justification. (Note: The Bureau CIO may delegate their authority for proposed contracts over \$5 million, but not exceeding \$15 million to the Associate Bureau CIO(s).)

Name: Not applicable Date: _____

Signature: _____

13.b Advocate for Competition (if over \$750,000, but not exceeding \$15 million) (Contracting Activity). I have reviewed this justification and find it to be accurate and complete to the best of my knowledge and belief. Therefore, unless additional approvals are