

SOLE SOURCE FACT SHEET AND CHECKLIST FOR CONSTRUCTION

This form must be **electronically** completed, **signed and submitted to the Department of General Services** when making sole source requests for construction. If a question is not applicable, please indicate N/A. Use layman's terms and avoid jargon and the use of acronyms.

Application of the printed names of the person completing the form and the agency head or deputy in the boxes provided on the 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 at the bottom of the form where indicated. No handwritten signature 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.

Department: General Services

Contract No.: C-0948-0107 - 001

Estimated Total Dollar Amount of Order/Contract: \$3,000,000

Contractor's Name: Automated Logic (ALC)

Contractor's Address: 6345 Flank Dr #100, Harrisburg, 17112

Contractor's Vendor Number: 360592

Contractor's Contact Person: Randy Robertson

Contractor's Contact Telephone No.: 717-798-4066

Location Where Service is to be Performed: Harrisburg, pa

1. Please check the reason(s) for this request:

- a. Only Single contractor is capable of providing the construction.
Only known source - similar construction not available from another contractor.
Construction must be provided by contractor to ensure compatibility.
Supply must be compatible with existing equipment.
- b. A federal or state statute or federal regulation exempts the construction from the competitive procedure.
- c. The contract for construction is in the best interest of the Commonwealth.

Note: The checklist by itself is not sufficient justification for sole source procurement. (The agency must provide written justification that one of these conditions exists and include it in the contract file.)

2. Briefly describe the construction items you are requesting and their function.

The Keystone Building's HVAC system is controlled by an Automated Logic Control (ALC) system. However, there is a subordinate control system, known as the Delta system, that provides HVAC input for approximately 10% of the building's HVAC system. Because all HVAC control systems have proprietary software, the input received by the Delta control system loses definition as it communicates the sensory data to the automated logic system. Additionally, the delta control system is currently failing and is no longer supported by either hardware or software. The request is to replace the Delta control system and its components with Automated Logic controls and components.

3. Describe the unique features/compatibility of the construction items that precludes competitive procurement.

All HVAC control companies have unique and proprietary software to control HVAC equipment. While all of these control companies will make claims that their product is compatible with other control systems, there is a large reduction in detail and definition when one software system is an overlay of another system. So, it is in the

best interest of the facility's operation to have a uniform HVAC control system, which would preclude competitive procurement.

4. What research has been done to verify the contractor as the only known source?

The ALC parent company only authorizes one entity within each region to install ALC equipment and software.

5. Does the contractor have any distributors, dealers, resellers, etc., that can perform the construction item?

Yes. Please attach a list of known sources.

No.

6. Must this construction item be compatible with present inventory/equipment or in compliance with the manufacturer's warranty or existing service agreement? If yes, please explain.

90% of the Keystone building is controlled by an existing ALC HVAC system. This construction project must install equipment and software that is compatible with the existing ALC HVAC control system. The ALC system will be the primary HVAC system, and anything installed will be a subsidiary system. Therefore, to ensure compatibility during the initial installation and for future software and firmware upgrades, it is in the best interest of the Commonwealth to install an Automated Logic Control system.

7. What are the future consequences of the procurement? That is, once this procurement is approved and processed, what additional upgrades, additions, supplies, services, etc., are anticipated/projected over the useful life of this item?

Future software updates are the largest concern for this procurement. As time goes by, software, firmware, and hardware systems will be upgraded for improved operation or improved IT security. If there is a non-uniform HVAC system in place, we run the risk of operational conflicts and software incompatibility with every upgrade.

8. If this is an upgrade, addition, alteration, etc., to an existing construction item, how was the original item procured (sole source or competitive)? What additional, related, sole source procurements have occurred since the initial procurement? Please identify the previous purchase order or contract number(s).

The Delta system is original equipment to the building.

9. How has this construction been procured in the past? (Competitive sealed bidding, competitive sealed proposals, sole source, other). Please provide document numbers.

We have not replaced an existing HVAC control system of this magnitude prior to this project. Any alterations to any existing HVAC control system were done through low-dollar procurement methods.

10. What are the consequences of not procuring this specific construction item?

While the existing DELTA system controls only 10% of the building's HVAC, its equipment is located throughout the building. If the failing DELTA system and its associated equipment are not replaced, we will not be able to provide proper cooling and heating to the building occupants.

11. If timing is a factor, who established the time frame and why?

The DELTA system has been showing problems for several years, and this project has been on our capital plan for most of that time. As the years passed, the problems with the Delta system increased to the point where it is now a critical need.

12. What are the consequences of not procuring this specific construction item within the established time frame?

If the failing DELTA system and its associated equipment are not replaced soon, we will not be able to provide proper cooling and heating to the building occupants.

13. How long has the agency known that the construction was needed and why wasn't the contract process started earlier?

We have known about this problem for 10+ years, and it has been on our capital plan for many of those years. The reason we have not started this project earlier is that other projects took priority over the available funding.

14. List any other information relevant to the acquisition of this construction item (attach additional 8-1/2" x 11 sheets, if necessary).

N/A

Signature of person completing form:


Douglas Hatcher Title: Director
(Print Name of person completing form)

Date: 4-3-2026

Phone No.: 717-787-4762

Fax No.: _____

Signature of Approving Authority:

 Date: 4/6/2026
(Print Name of Agency Head or Deputy who has reviewed and approved this request)



4/9/2026

Director Capital Projects Planning and Procurement