

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE EXTENSION OF A COMPETITIVELY AWARDED CONTRACT
BEYOND FIVE YEARS**

AGENCY: Department of General Services

DIVISION: Contracts and Procurement Division – Goods and Services

CONTRACT NO.: DCAM-21-NC-RFP-0013A

CAPTION: Consolidated Maintenance Services at the Administrative Office of the Department of Motor Vehicles (DMV)

CONTRACTOR: Sustainable Facilities Management Services (SFMS)

FINDINGS

1. AUTHORIZATION:

This Determination and Findings (D&F) is issued pursuant to the authority set forth in:

- **D.C. Official Code § 2-351.04(28)** – Defines “Determinations and Findings” as a formal written approval and detailed justification required as a prerequisite for certain contract actions, including the rationale for the procurement method, contract type selection, contractor selection, and basis for contract pricing.
- **D.C. Official Code § 2-354.04** – Grants authority for noncompetitive procurement, including sole-source contracts, when it is determined to be in the best interest of the District and meets the legally established criteria.
- **27 DCMR § 2000** – Governs the negotiation of contracts, including procurement modifications, accelerated negotiations, and contract extensions in cases where competition is not practicable or not in the District’s best interest.
- **27 DCMR § 2005** – Establishes the criteria for using a sole source modification in accordance with Chapter 17, outlining the conditions under which a contract may be extended beyond five years.

- **27 DCMR Chapter 13 1304.1** - A notice of intent to award a sole source contract shall be published on the Departments' Internet for at least ten (10) days prior to contract award if the estimated price is over five thousand dollars (\$5,000).

2. MINIMUM NEED:

The Government of the District of Columbia, acting by and through its Department of General Services (the "Department" or "DGS"), has an immediate need to retain Sustainable Facilities Management Services (SFMS) (the "Contractor") to provide uninterrupted Consolidated Maintenance Services including full facility Operations, Maintenance & Repair Services ("OM&R") at the Administrative Office of the Department of Motor Vehicles (DMV) (the "Facility"), for an additional six (6) months. Continuous facility coverage is essential to maintain safety, system reliability, regulatory compliance, and daily operational functionality during this short, transitional period. Any lapse in services would pose risks to building operations and public access.

3. ESTIMATED FAIR AND REASONABLE PRICE:

DGS intends to award a six-month, firm-fixed-price sole-source extension under the authority of the Procurement Practices Reform Act of 2010 and Title 27 DCMR. The extension includes firm-fixed monthly costs for basic services and firm-fixed hourly time-and-materials rates for supplemental, as-needed services. The not-to-exceed total amount is \$274,597.96, covering:

- \$264,597.96: basic monthly services for six months
 - \$10,000: Cost Reimbursement NTE Ceiling for supplemental services
- (All costs include labor, overhead, G&A, profit, insurance, and other required expenses.)

CLIN	DESCRIPTION	UNIT	MTLY COST	QTY	EXTENDED COST
0001	BASIC SERVICES				
5001AA	Electrical Services [C.5.1]	MTLY	\$ 2,264.21	6	\$ 13,585.26
5001AB	Mechanical Services [C.5.2]	MTLY	\$ 5,465.41	6	\$ 32,792.46
5001AC	Plumbing Services [C.5.3]	MTLY	\$ 2,406.85	6	\$ 14,441.10
5001AD	Elevator and Lifts and Escalators Services [C.5.4]	MTLY	\$ 1,510.03	6	\$ 9,060.18
5001AE	Energy Management Control Systems Services [C.5.5]	MTLY	\$ 2,128.47	6	\$ 12,770.82

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5001AF	Fire Protection Systems [C.5.6]	MTLY	\$ 1,377.54	6	\$ 8,265.24
5001AG	Architectural and Structural Services [C.5.7]	MTLY	\$ 3,069.12	6	\$ 18,414.72
5001AH	Operations, Maintenance, Repair and Improvement Services [C.5.8]	MTLY	\$ 5,815.79	6	\$ 34,894.74
5001AI	Reserved [C.5.9]			0	
5001AJ	Custodial and Janitorial Services [C.5.10]	MTLY	\$ 16,500.71	6	\$ 99,004.26
0001AK	Reserved [C.5.11]			0	
0001AL	Reserved [C.5.12]			0	
0001AM	Reserved [C.5.13]			0	
5001AN	Pest Control Services [C.5.14]	MTLY	\$ 549.88	6	\$ 3,299.28
5001AO	Locksmith Services [C.5.15]	MTLY	\$ 885.39	6	\$ 5,312.34
5001AP	Service Call Operations and Tenant Environment [C.5.16]	MTLY	\$ 1,367.66	6	\$ 8,205.96
5001AQ	Special Services [C.5.17]	MTLY	\$ 758.60	6	\$ 4,551.60
TOTAL BASIC SERVICES			\$ 44,099.66		\$ 264,597.96

Supplemental services will be billed at fixed hourly rates established in the contract and shown below:

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>COST</u>
0003	REIMBURSABLE SERVICES (C.5.20)		
0004	Electrician	HRLY	\$ 137.79
0005	Emergency Generator Technician	HRLY	\$ 137.79
0006	HVAC Technician	HRLY	\$ 169.00
0007	Oil & Gas Systems Technician	HRLY	\$ 169.00
0008	Fire Alarm Maintenance	HRLY	\$ 169.00
0009	Plumber	HRLY	\$ 169.00
0010	Elevator Technician	HRLY	\$ 253.49
0011	Building Automation System Technician	HRLY	\$ 207.99
0012	Excess of 6" Snow Removal	HRLY	\$ 71.69
0013	General Maintenance Technician	HRLY	\$ 44.69



0014	Landscape Maintenance	HRLY	\$ 62.40
0015	Custodial Maintenance	HRLY	\$ 32.07
0016	Pest Control Maintenance	HRLY	\$ 149.50

4. **FACTS WHICH JUSTIFY SOLE SOURCE EXTENSION OF CONTRACT:**

This determination is based on several key factors that justify awarding a sole-source extension for the contract's fifth year:

1. **Continuity of Operations**

Uninterrupted maintenance services are essential for the Facility's safe and reliable operation. A gap in coverage risks system failures, safety hazards, and avoidable disruptions to public services. Given the short duration of the remaining requirement, a sole source extension is the most direct and efficient means to maintain continuity.

2. **Planned Transition**

DGS is actively preparing to conclude all Consolidated Maintenance Services at the Facility by March 31, 2027. Beginning April 1, 2027, service responsibilities will transition fully to DGS's in-house facility management team. This transition will promote fiscal efficiency, operational consistency, and stronger long-term oversight. Contractor support is needed only through the six-month transition period. Because the requirement definitively ends March 31, 2027, initiating a full competitive procurement for a non-renewable, short-term bridge would be inefficient and impractical.

3. **Short-Term, Non-Continuing Need**

The remaining services are limited to a single, temporary six-month period. Drafting, advertising, competing, evaluating, and onboarding a new vendor for this brief window would impose disproportionate administrative burden and cost without providing long-term benefit. A sole-source extension modification is the most reasonable and cost-effective solution.

4. **Impracticability of Competition**

Mobilizing a new vendor for only six months before immediate demobilization provides no measurable value to the District and risks service disruption. Under these circumstances, competition would not be meaningful, beneficial, or in the District's best interest.

5. CERTIFICATION BY CHIEF OPERATING OFFICER:

I hereby certify to the best of my knowledge and belief that all of my statements regarding the conditions, service needs and urgency, are true, correct, and complete and that the information given herein is true and accurate. Moreover, I understand that making a false statement is punishable by criminal penalties pursuant to D.C. Official Code § 22-2405 et sq. (2001). I understand that any information I give may be investigated as allowed by law or regulation.

Danielle Meadors
Chief Operating Officer

Date

6. CERTIFICATION BY THE CONTRACT SPECIALIST:

I have reviewed the above findings and certify they justify the use of the sole-source method to extend the contract term beyond five years. The Department's Notice of Intent will be posted for at least ten days as required. Given the foregoing, I recommend that the DGS' Contracting Officer approve the use of the sole source procurement method for this proposed procurement action.

Karen J. Araujo
Senior Contract Specialist

Date

7. CERTIFICATION BY THE CONTRACTING OFFICER:

Pursuant to my duty as the Contracting Officer for the Goods and Services Acquisition Unit within DGS, I have conducted a thorough and diligent review of the findings supporting the sole source extension of the competitively awarded contract beyond five years. Based on this evaluation, I hereby certify that the justification presented is sound, well-founded, and fully consistent with the statutory and regulatory framework governing procurement within the District of Columbia.

In accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-354.04), the Department's intent to proceed with the sole source extension was duly published, and no responses challenging the determination were received. The findings unequivocally establish that the selected vendor possesses exclusive authorization and technical expertise necessary to fulfill the

Department's minimum requirements, thereby warranting approval of the sole source selection methodology.

Accordingly, I respectfully submit this justification for formal approval and determination by the Chief Procurement Officer, affirming that this procurement action aligns with best practices, fiscal responsibility, and the operational imperatives of the Department.

Domonique Banks
Contracting Officer, Supervisory Contract Specialist

Date

DETERMINATION

In my official capacity as the Chief Procurement Officer for DGS, I have conducted a comprehensive review of the findings substantiating the proposed sole source extension of the competitively awarded contract beyond five years with the specified Contractor, and the corresponding certification issued by the Contracting Officer. Based on this thorough examination, I affirm that the justification sufficiently warrants the award of a sole source modification method as specified under the cited authority.

In accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-354.04), the Department's sole source notice of intent to employ the sole source modification method extending the term of the Contract beyond five years was properly published, and no responses contesting the determination were received. The findings establish, with clarity and sound reasoning, that the specified Contractor possesses the exclusive technical expertise, manufacturer authorization, and operational capacity necessary to fulfill the Department's requirements.

Accordingly, I formally endorse and authorize the utilization of the sole source modification method to extend the contract term beyond its originally specified duration for Consolidated Maintenance Services at the Facility with the specified Contractor. This determination aligns with the best procurement practices, regulatory compliance, and the operational imperatives of the Department.

Dr. Jacque McDonald, NIGP-CPP, CPPO, CPPB
Associate Director, Contracts and Procurement
Chief Procurement Officer

Date

