

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT**

AGENCY: Department of General Services

DIVISION: Contracts and Procurement Division – Goods and Services

CONTRACT NO.: DCAM-27-NC-SS-0001

CAPTION: Property Management Services at Consolidated Forensics Laboratory

CONTRACTOR: AAA Complete Building Services, Inc.

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 method of procurement, contract type selection, contractor selection, and the 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 § 1700** – Establishes the criteria for sole-source procurements, outlining the conditions under which a contract may be awarded without competition due to unique circumstances that justify direct negotiation with a single vendor.
- **27 DCMR Chapter 13 1304.1** - A notice of intent to award a sole source contract shall be published on the Departments’ web site 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 and critical need to retain AAA Complete Building Services, Inc. (the “Contractor” or “AAA CBS”) to provide uninterrupted Property Management Services including full facility Operations, Maintenance & Repair Services (“OM&R”) (the “Services”) for the Consolidated Forensics Laboratory (“CFL”), located at 401 E Street, SW , Washington, DC 20024 (the “Facility”), for a 12-month period.

CFL is a 24-hour, mission-critical facility supporting forensic science, public health laboratory functions, and medical examiner operations. As such, it requires continuous oversight and specialized technical maintenance to sustain life-safety systems, building infrastructure, and stringent regulatory and accreditation requirements.

To ensure safety, operational continuity, and integrity of sensitive laboratory environments, DGS must maintain uninterrupted operation of highly specialized systems, including—but not limited to—advanced HVAC and pressurization controls, BSL-3 laboratory environments, emergency power and electrical distribution, fire alarm and suppression systems, elevators, Building Automation Systems (BAS), water treatment programs, laboratory-specific mechanical systems, and all related custodial, architectural, environmental, and grounds operations.

Any lapse in OM&R services would jeopardize evidence preservation, disrupt vital public safety and health missions, compromise occupant safety, and place the District at risk of regulatory violations. Accordingly, continuous OM&R support is essential for the full period of performance to ensure that CFL remains safe, compliant, and fully operational.

3. ESTIMATED FAIR AND REASONABLE PRICE:

Pursuant to the Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-351.01 et seq.) and Title 27 DCMR, DGS intends to award a sole source, firm-fixed-price contract that includes fully loaded monthly service rates, with supplemental repair and replacement services compensated through a non-guaranteed Owner-Directed Allowance of \$500,000.

All services are priced using fixed monthly rates under CLINs 0001–0015 and fixed hourly labor rates for time-and-material repairs under CLINs 0016–0056 for the twelve-month period October 1, 2026 through September 30, 2027, not to exceed \$3,387,527.14. Pricing

includes labor, overhead, G&A, profit, insurance, and all other costs necessary to support timely and uninterrupted service delivery.

<u>CLIN</u>	<u>Basic Services</u>	<u>Unit</u>	<u>Cost</u>	<u>Qty</u>	<u>Extended Cost</u>
0001	Electrical Services	MTLY	\$ 20,381.14	12	\$ 244,573.72
0002	Mechanical Services	MTLY	\$ 46,572.87	12	\$ 558,874.45
0003	Plumbing Services	MTLY	\$ 16,271.99	12	\$ 195,263.91
0004	Elevator, Lifts, and Escalators Services	MTLY	\$ 6,968.97	12	\$ 83,627.64
0005	Energy Management Control System Services	MTLY	\$ 9,527.88	12	\$ 114,334.51
0006	Fire Protection Systems	MTLY	\$ 2,985.35	12	\$ 35,824.20
0007	Architectural and Structural Services	MTLY	\$ 7,279.89	12	\$ 87,358.68
0008	Snow and Ice Removal Services	MTLY	\$ 4,741.49	12	\$ 56,897.86
0009	Custodial and Janitorial Services	MTLY	\$ 60,746.48	12	\$ 728,957.80
0010	Waste Management and Recycling	MTLY	\$ 1,648.75	12	\$ 19,785.00
0011	Landscaping Services	MTLY	\$ 2,207.64	12	\$ 26,491.63
0012	Pest Control Services	MTLY	\$ 829.14	12	\$ 9,949.73
0013	Locksmith Services	MTLY	\$ 4,794.82	12	\$ 57,537.90
0014	Environmental Management Services	MTLY	\$ 762.58	12	\$ 9,150.96
0015	Specialized Services – Site Specific	MTLY	\$ 60,304.94	12	\$ 723,659.30
TOTAL BASIC SERVICES		MTLY	\$ 246,023.94	ANNUAL	\$2,952,287.30

The following supplemental repair and replacement as-needed services shall be compensated against the annual Owner-Directed Allowance \$500,000 ordering ceiling.

<u>CLIN</u>	<u>Supplemental Time and Material Services</u>	<u>Unit</u>	<u>Cost</u>
0016	Electrician	HRLY	\$ 169.05
0017	Electrician - Overtime	HRLY	\$ 208.06
0018	Electrician - Emergency Callback	HRLY	\$ 208.06

0019	Emergency Generator Technician	HRLY	\$ 169.05
0020	Emergency Generator Technician - Overtime	HRLY	\$ 208.06
0021	Emergency Generator Tech.- Emergency Callback	HRLY	\$ 208.06
0022	HVAC Technician	HRLY	\$ 156.05
0023	HVAC Technician - Overtime	HRLY	\$ 182.06
0024	HVAC Technician - Emergency Callback	HRLY	\$ 182.06
0025	Oil & Gas Systems Technician	HRLY	\$ 195.06
0026	Oil and Gas Systems Technician - Overtime	HRLY	\$ 221.07
0027	Oil and Gas Systems Tech. - Emergency Callback	HRLY	\$ 221.07
0028	Fire Alarm Maintenance	HRLY	\$ 208.06
0029	Fire Alarm Maintenance - Overtime	HRLY	\$ 325.10
0030	Fire Alarm Maintenance - Emergency Callback	HRLY	\$ 325.10
0031	Plumber	HRLY	\$ 156.05
0032	Plumber - Overtime	HRLY	\$ 182.06
0033	Plumber - Emergency Callback	HRLY	\$ 182.06
0034	Elevator Technician	HRLY	\$ 195.06
0035	Elevator Technician - Overtime	HRLY	\$ 234.07
0036	Elevator Technician - Emergency Callback	HRLY	\$ 234.07
0037	Building Automation System Technician	HRLY	\$ 195.06
0038	Building Automation System Technician - Overtime	HRLY	\$ 234.07
0039	Building Automation System Technician - Emergency Callback	HRLY	\$ 234.07
0040	Excess of 6" Snow Removal	HRLY	\$ 208.22
0041	Excess of 6" - Snow Removal - Overtime	HRLY	\$ 312.33
0042	General Maintenance Technician	HRLY	\$ 104.03
0043	General Maintenance Technician - Overtime	HRLY	\$ 130.04
0044	General Maintenance Technician - Emergency Call Back	HRLY	\$ 130.04
0045	Administrative Staff	HRLY	\$ 50.65
0046	Administrative Staff - Overtime	HRLY	\$ 75.97
0047	Administrative Staff - Emergency Callback	HRLY	\$ 113.96
0048	Landscape Maintenance	HRLY	\$ 73.16
0049	Landscape Maintenance - Overtime	HRLY	\$ 109.74
0050	Landscape Maintenance - Emergency Callback	HRLY	\$ 109.74
0051	Custodial Maintenance	HRLY	\$ 50.65
0052	Custodial Maintenance - Overtime	HRLY	\$ 75.97

0053	Custodial Maintenance -Emergency Callback	HRLY	\$	113.96
0054	Pest Control Maintenance	HRLY	\$	185.71
0055	Pest Control Maintenance - Overtime	HRLY	\$	278.56
0056	Pest Control Maintenance - Emergency Callback	HRLY	\$	278.56

4. **FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT METHOD:**

In accordance with D.C. Official Code § 2-354.04, 27 DCMR 1304, and 27 DCMR 4718, the Department of General Services (DGS) seeks to award a sole source contract to prevent imminent threats to health, welfare, property, and safety, and to avoid serious disruption of operations at the Consolidated Forensics Laboratory (“CFL”).

As required under D.C. Code § 10-551.01(b)(4), The Department of General Services Establishment Act of 2011, DGS is charged with ensuring safe, healthy, and fully operational facilities across all District-owned and operated properties, including municipal buildings, recreation facilities, and D.C. Public Schools.

1. **Continuity of Critical Services:** AAA Complete Building Services, Inc. is the incumbent provider and the only contractor positioned to maintain uninterrupted services at CFL without risk of disruption to laboratory operations or tenant agencies.
2. **Protection of Health, Safety, and Property:** Immediate continuation of services is essential to prevent threats to building safety, safeguard property, and ensure the welfare of staff, visitors, and tenants.
3. **Proven Performance:** The incumbent contractor is currently providing satisfactory services and has the established knowledge, staffing, and operational familiarity required to maintain consistent performance.
4. **Minimized Risk:** Transitioning to a new contractor at this time would create unnecessary risk of service lapses, jeopardize sensitive facility operations, and increase vulnerability to operational failures.
5. **Fair and Reasonable Pricing:** The proposed pricing aligns with historical DGS expenditures for similar services and is determined to be fair and reasonable.
6. **Best Interest of the District:** Awarding a 12-month sole source to the incumbent is the most advantageous and practical solution, ensuring continuity of services, minimizing operational risk, and protecting the District’s core interests.

4A. MARKET RESEARCH SUMMARY

The Department conducted market research to assess the availability of qualified vendors capable of providing comprehensive Property Management and OM&R services for a mission-critical facility such as the CFL. This review included an analysis of the regional facilities management marketplace, vendor service offerings, historical procurement activity, and the operational demands unique to CFL.

The findings indicate that while multiple vendors in the region offer facilities management and building operations services, CFL's operational environment presents specialized requirements that significantly influence the practicality of engaging a new provider. CFL operates continuously, supports forensic science and public health laboratory functions, includes sensitive BSL-3 workspaces, requires strict environmental controls, and necessitates heightened security protocols. These characteristics create an operational context that demands not only technical capability but also immediate readiness to support uninterrupted services.

The research further shows that onboarding a new vendor would require completion of several time-sensitive steps—including security vetting, specialized training, familiarity with CFL's integrated systems, and alignment with laboratory protocols—that cannot be completed in the timeframe necessary to ensure continuous, risk-free service delivery. Introducing a new provider under these conditions would place critical operations at risk during the transition period.

Based on this assessment, the District concluded that although facilities management providers exist in the broader market, none present a viable, immediate alternative capable of assuming full responsibility at CFL without a transition period that would jeopardize continuity of operations. Maintaining the incumbent contractor is therefore the only practical approach to ensuring uninterrupted service, operational stability, and the protection of essential forensic and public health functions.

5. FACTS THAT ESTABLISH THE PROPOSED VENDOR IS THE ONLY SOURCE OF THE REQUIRED GOODS OR SERVICES

The determination that AAA Complete Building Services, Inc. is the only source capable of providing the required services is based on the following factors:

1. Specialized Knowledge of the Facility

AAA Complete Building Services, Inc. is the incumbent contractor and possesses extensive, site-specific institutional knowledge of the Consolidated Forensics Laboratory (“CFL”), its systems, and its operational requirements. CFL is a highly specialized, mission-critical facility with complex mechanical, electrical, plumbing, and life-safety systems that require continuous oversight by personnel already trained and familiar with its configuration.

2. Unique Operational Requirements

CFL houses multiple public safety and forensic agencies. Its building systems—including evidence handling environments, controlled laboratory ventilation, emergency power, fire protection systems, and secure building automation systems—require uninterrupted and expertly managed operations. AAA Complete Building Services, Inc. is the only vendor already fully vetted, trained, and integrated into CFL’s security protocols and technological systems.

3. Immediate Need for Continuity of Operations

Any lapse in operations or maintenance services poses an immediate risk to laboratory integrity, evidence preservation, public safety operations, and building safety. Onboarding a new contractor would require extended time for background checks, specialized training, system familiarization, and security approvals. No other vendor can provide fully qualified and cleared personnel on an immediate basis.

4. Avoidance of Significant Operational Risk

Transitioning to a new provider would create material risks, including potential failures in life-safety systems, environmental controls, and mission-critical mechanical or electrical systems. The Contractor is the only known provider able to continue operations without interruption or degradation of service quality.

5. Demonstrated Capability and Performance

The incumbent contractor has consistently delivered satisfactory performance and is already maintaining the full range of service requirements, including operations, maintenance, repairs, and emergency response. Their demonstrated capability eliminates the risks associated with bringing in an untested or unfamiliar vendor within a short timeframe.

6. Best Interest of the District

Maintaining the Contractor as the service provider ensures operational stability, protects District assets, minimizes safety risks, and supports DGS’s statutory

responsibility to maintain safe, functional facilities. A sole source award is therefore the only practical and advantageous option for the District under the circumstances.

6. CERTIFICATION BY THE DEPUTY DIRECTOR OF FACILITIES MANAGEMENT DIVISION:

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

7. CERTIFICATION BY THE CONTRACT SPECIALIST:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source procurement method to award the captioned contract. In addition, the Department's notice of intent to enter into a sole source contract shall be posted on the Internet at least 10 days prior to award. Given the foregoing, I recommend that the Department of General Services' Contracting Officer approve the use of the sole source procurement method for this proposed procurement action.

Karen J. Araujo
Senior Contract Specialist

Date

8. CERTIFICATION BY THE CONTRACTING OFFICER:

Pursuant to my duty as the Contracting Officer for the Goods and Services Acquisition Unit within the Department of General Services (DGS), I have conducted a thorough and diligent review of the findings supporting the proposed sole source contract award. 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 a sole source award 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 L. Banks
Contracting Officer, Supervisory Contract Specialist
Goods and Services Acquisition Unit

Date

DETERMINATION

In my official capacity as the Deputy Chief Procurement Officer for the Department of General Services (“DGS”), I have conducted a comprehensive review of the findings substantiating the proposed sole source procurement 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 contract 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 intent to award a sole source contract 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 procurement method to secure Property Management Services at CFL with AAA Complete Building Services, Inc. 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 & Procurement
Chief of Procurement Officer

Date

