

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



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Contracts & Procurement

**DETERMINATION AND FINDINGS  
FOR  
EMERGENCY PROCUREMENT**

**Agency:** Department of General Services (the “Department” or “DGS”)  
**Caption:** Janitorial Services for 810 5<sup>th</sup> Street | DHS Woman’s Shelter Facility  
**Contractor:** Bolana Capital Enterprise, Inc.

**FINDINGS**

**1. AUTHORIZATION:**

Chapter 47 of title 27 of the DCMR Section 4719 and PPRA Sec. 405 (d); *Emergency Procurements*.

**2. MINIMUM NEED:**

The Department of General Services (DGS) has an immediate need for Bolana Capital Enterprises, Inc. (Bolana) to continue providing comprehensive janitorial and supplemental related services for the District’s Pat Handy Woman’s Shelter located at 810 5<sup>th</sup> Street, N.W. for a period not to exceed 90-days in accordance with Chapter 47 of title 27 of the DCMR Section 4719 and PPRA Sec. 405 (d); *Emergency Procurements*.

**3. ESTIMATED FAIR AND REASONABLE PRICE:**

The estimated fair and reasonable price is \$158,437.90.

**4. FACTS WHICH JUSTIFY AN EMERGENCY PROCUREMENT:**

In accordance with the D.C. Official Code §2-354.05 and 27 DCMR 4719, the purpose of this emergency contract is to prevent the unclean workspace and living quarters that may cause a threat to public health, welfare and property, and to prevent a disruption of the daily operations at the Pat Handy Woman’s shelter. It is the mission and the responsibility of the Department of General Services to provide building services for facilities owned and occupied by the District government; these responsibilities include provided comprehensive janitorial services at District Government owned and occupied facilities.

(D.C. Code § 10-551.01(b) (4), *The Department of General Services Establishment Act of 2011.*)

The continuation of uninterrupted janitorial services is required while the new solicitation for these services are procured. To prevent serious disruption in agency operations, a maximum 90-day contract extension with the current Contractor is required due to the following:

- Major change in scope of services issued under the new solicitation in an effort to improve and clearly define the Districts service level standards.
- Current FY17 budget restraints.

The Contractor referenced above is the only vendor who can meet the District's minimum need without disruption of services at this time and the estimated cost to the District for the 81-day extension is fair and reasonable based on DGS' historical data on similar services. Moreover a competitive procurement process is not practicable under these circumstances and a new contract could not be competitively bid and awarded in time to have a janitorial service contractor in place to provide the required services prior to the expiration of the incumbent contract. As previously stated failure to continue with services or any disruption of the daily janitorial and supplemental services would quickly create unsanitary, unhealthy and potentially life threatening conditions for District government employees, shelter residences and public.

**5. CERTIFICATION BY THE INTERIM DEPUTY DIRECTOR OF FACILITIES MANAGEMENT DIVISION:**

I hereby certify that the above findings are correct and complete.

10-03-17  
Date

  
\_\_\_\_\_  
Donny Gonzalez  
Interim Deputy Director of Facilities Management

**6. CERTIFICATION BY THE SUPERVISOR | CONTRACTING OFFICER OF GOODS AND SERVICES:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the emergency procurement method to award the captioned contract award Bolana Capital Enterprise, Inc. In addition, please be advised that the Department's notice of the captioned emergency contract must be posted on the Department's website no more than seven (7) days after the contract is awarded. Given the foregoing, I recommend that the Department of General Services' Chief Contracting Officer approve the use of the emergency procurement method for this proposed procurement action.

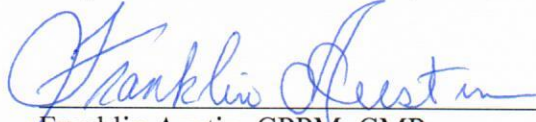
10/03/2017  
Date

Kimberly Gray  
\_\_\_\_\_  
Kimberly Gray  
Contracting Officer

7. **CERTIFICATION AND DETERMINATION BY THE CHIEF CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the emergency procurement method under the cited authority. I certify that the emergency procurement notice of contract award will be published in accordance with Section 405(f) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.05). In conclusion, the Department of General Services (DGS), Chief Contracting Officer approves the use of the Emergency Procurement method as the only viable method of procurement to prevent serious disruption in the Department's Comprehensive Janitorial Services for the Pat Handy Shelter facility located at 810 5<sup>th</sup> Street, N.W.

10/6/17  
Date

  
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Franklin Austin, CPPM, CMP  
Contracting Officer