

Contracts & Procurement

**DETERMINATION AND FINDINGS  
FOR AN  
EMERGENCY PROCUREMENT**

**CAPTION:** Consolidated Maintenance Services at Hyde-Addison Elementary School

**AGENCY:** Department of General Services (DGS)

**CONTRACTOR:** Sustainable Facilities Management Services ("SFMS")

**CONTRACT NO.:** DCAM-20-NC-EM-0021

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.05 and 27 DCMR 4719

**2. MINIMUM NEED:**

The District of Columbia, Department of General Services ("**Department**" or "**DGS**"), Facilities Management Division requires an immediate need for Sustainable Facilities Management Services ("**Contractor**" or "**SFMS**") to continue providing Consolidated Maintenance Services at Hyde-Addison Elementary School for an emergency period not to exceed 60-days.

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

The estimated fair and reasonable price for 60-days is Sixty Five Thousand, Three Hundred Twenty-three Dollars and nine cents (\$65,323.09) for basic services, plus a not-to-exceed amount of Five Thousand Dollars (\$5,000.00) for cost reimbursement.

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

The purpose of this emergency procurement is to prevent an imminent threat to health, welfare, property and safety; and to prevent serious disruption in agency operations. It is the mission of DGS to provide first rate maintenance at District government facilities (including schools).

An emergency contract with Sustainable Facilities Management Services, Inc. is needed to prevent the serious and imminent threat to the health and safety of the staff and students at Hyde-Addison Elementary School. Due to the safety of children and personnel, these services require uninterrupted service.

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The Contractor referenced above is the only vendor who can meet the District’s minimum need without disruption of services at this time. The estimated cost to the District for this temporary emergency period of 60-days is fair and reasonable based on DGS’ historical data on similar services.

**5. CERTIFICATION BY THE FACILITIES INTERIM DEPUTY DIRECTOR:**

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

01-23-2020  
Date

  
Donny Gonzalez  
Deputy Director | Facilities Management

**6. CERTIFICATION BY THE CONTRACT SPECIALIST | 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 to Sustainable Facilities Management Services. 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.

1/23/2020  
Date

  
Lisa Dunlap  
Contract Specialist | Goods & Services

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**7. CERTIFICATION BY THE CONTRACTS AND PROCUREMENT ASSOCIATE DIRECTOR | 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 Consolidated Maintenance Services at Hyde-Addison Elementary School.

Date

1/23/2020  
**George G. Lewis, CPPO**  
Chief Contracting Officer  
Contracts & Procurement