

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Contracts & Procurement

**DETERMINATION AND FINDINGS
FOR
EMERGENCY PROCUREMENT**

Agency: Department of General Services

Caption: Event Coordination and Janitorial Services at the R.I.S.E. Center and East Gateway Pavilion

Contractor: Capitol Services Management Inc. (CSMI)

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 Event Coordination and Janitorial Services at the R.I.S.E. Center and East Gateway Pavilion located on the grounds of St. Elizabeth's Hospital in Washington, DC 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 up to \$78,540.00

4. FACTS WHICH JUSTIFY AN EMERGENCY PROCUREMENT:

In accordance with the D.C. Official Code §2-354.05, 27 DCMR 4719 and Title 21 DCMR, Chapter 20, the purpose of this emergency procurement is to prevent an imminent threat to public health, welfare and property; also, to prevent a dangerous environment for residents, employees and visitors of the R.I.S.E. Center and East Gateway Pavilion located on the grounds of St. Elizabeth's Hospital in Washington, DC.

It is the mission and the responsibility of the Department of General Services to provide Event Coordination and Janitorial Services for facilities located at owned and operated by the District government; these responsibilities include providing these services at the R.I.S.E. Center and East Gateway Pavilion located on the grounds of St. Elizabeth's Hospital in Washington, DC. (D.C. Code § 10-551.01(b) (4), the Department of General Services Establishment Act of 2011.)

An Emergency Contract with CSMI. is needed to provide Event Coordination and Janitorial Services and to prevent health threatening situations or property damage. A new contract cannot be competitively bid and awarded in time to have a contractor in place to provide Event Coordination and Janitorial Services needed.

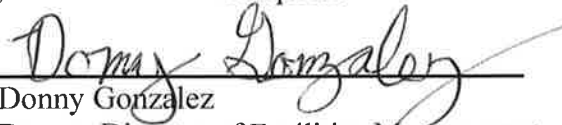
The Contractor referenced above is the only vendor who can meet the District's minimum need for Event Coordination and Janitorial Services at this time and the estimated cost to the District is fair and reasonable based on DGS' historical data on similar services. Moreover a competitive procurement process is not practicable under these circumstances and a new contract could not be competitively bid and awarded in time to have a service contractor in place to provide the required services. As previously stated failure to provide Event Coordination and Janitorial Services may result in creating health threatening situations or property damage for employees and visitors at the R.I.S.E. Center and East Gateway Pavilion located on the grounds of St. Elizabeth's Hospital in Washington, DC.

5. CERTIFICATION BY DEPUTY DIRECTOR OF FACILITIES MANAGEMENT OF DGS:

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

12/27/18

Date



Donny Gonzalez
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 to CSMI. 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' Contracting Officer approve the use of the emergency procurement method for this proposed procurement action.

12/07/18

Date



Kimberly Gray
Supervisory Contract Specialist, Contracting
Officer | Goods & Services

7. **CERTIFICATION AND DETERMINATION BY THE 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 to prevent health threatening situations or property damage for employees and visitors of the R.I.S.E. Center and East Gateway Pavilion located on the grounds of St. Elizabeth's Hospital in Washington, DC.

12/27/2018
Date



Franklin Austin, CPPB, CPM
Contracting Officer