

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



**DETERMINATION AND FINDINGS
FOR
EMERGENCY PROCUREMENT**

Purchasing Agency: Department of General Services
User Agency: Capital Construction Division
Caption: Roosevelt High School HVAC Design and Installation Review
Proposed Contractor: North Arrow, Inc.

FINDINGS

1. AUTHORIZATION:

D.C. Code Section 2-354.05 and DCMR 47, Section 4719.

2. MINIMUM NEED:

The Department of General Services (DGS) has an immediate need to engage the services of North Arrow, Inc. for HVAC design and installation review services for Roosevelt High School located at 4301 13th Street NW, Washington, DC 20011.

3. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable price to provide the required HVAC design assessment and installation review services is not to exceed amount of \$20,000.00.

North Arrow was selected by the Contracting Officer because this was a time sensitive matter.

4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

The purpose of this emergency procurement is to prevent an imminent threat to public 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 sites. The heat failed in the facility occupied school students.

North Arrow has been requested to conduct an assessment of the HVAC issues occurring at Roosevelt High School and the provision of recommendations to rectify the issues. The services of North Arrow was engaged December 14, 2018 to run through December 19, 2019. This assessment is necessary to determine the cause of the HVAC unit's failure to heat the facility in order for DGS to then determine the plan for repair and execute such plan.

North Arrows scope of work includes discovery, synthesis, analysis and provision of a report with recommendations to DGS.

An emergency contract with North Arrow was needed to assess the problem so the repair can be conducted in a timely manner to restore heat within the school for the students. A competitive procurement process was not practicable under this circumstance because the regular competitive bid process cannot be executed in a time that would rectify the problem expeditiously and restore the school to an acceptable environment to students to be within.


Based on the above facts, it is in the best interest of the District to authorize the emergency procurement to North Arrow for the HVAC design and installation review services.

5. CERTIFICATION BY THE CHIEF PRODUCT DELIVERY OFFICER OF CAPITAL CONSTRUCTION SERVICES:

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

3/8/19

Date




Paul Blackman
Deputy Director
Capital Construction Division

6. CERTIFICATION BY THE CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the single available source method of procurement under the cited authority. I certify that the notice of intent to award a sole source procurement action was published in accordance with 27 DCMR 4719 and that no response was received. I recommend that the Department of General Services, Associate Director/ Chief Contracting Officer approve the use of the sole source procurement method for this proposed procurement action.

3/11/19
Date


Franklin Austin, CPPB, CPM
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

3/11/19
Date


George G. Lewis, CPPO
Associate Director of Procurement
Contract and Procurement Division