

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



Contracts & Procurement

**DETERMINATION AND FINDINGS  
FOR AN  
EMERGENCY PROCUREMENT**

**CAPTION:** Consolidated Maintenance Services at Cardozo High School  
**AGENCY:** Department of General Services (DGS)  
**CONTRACTOR:** RWD Consulting, LLC (“RWD”)

**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 RWD Consulting, LLC (“**Contractor**” or “**RWD**”) to continue providing Consolidated Maintenance Services at Cardozo High School for a temporary emergency period not to exceed 49-days.

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

The estimated fair and reasonable price for 49-days is One Hundred Twenty-Three Thousand Nine Hundred Eighty-Five Hundred Dollars and fifty-eight cents (\$123,985.58) for basic services, plus a not-to-exceed amount of Forty Thousand Dollars (\$40,000.00) 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).

On May 14, 2018, the Department issued a solicitation for Consolidated Maintenance Services at Cardozo High School with the expectation to award a contract to a vendor prior to the contract expiration date. The solicitation due date was extended from June 14, 2018 to July 10, 2018; therefore the award process will not be completed before August 12, 2018.


An emergency contract with RWD Consulting LLC is needed to prevent the serious and imminent threat to the health and safety of the staff and students at Cardozo High School. Due to the safety of children and personnel, these services require uninterrupted service. 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 49-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.

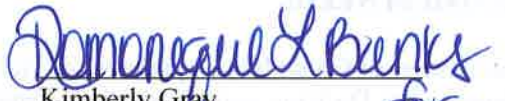
8/17/2018  
Date

  
Donny Gonzalez  
Deputy Director | 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 RWD Consulting LLC. 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.


8/17/2018  
Date

  
Kimberly Gray  
Contracting Officer | Goods & Services

**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 Cardozo High School performed at various District locations.

8/17/2018  
Date

  
George G. Lewis, CPPO  
Associate Director | Chief Contracting Officer  
Contracts & Procurement