



Contracts & Procurement

**DETERMINATION AND FINDINGS  
FOR  
EMERGENCY PROCUREMENT**

**Agency:** Department of General Services (the “Department” or “DGS”)  
**Caption:** Consolidated Maintenance Services for the Department of Human Services (“DHS”) Short-Term Family Housing - Ward 1  
**Contract:** DCAM-23-NC-EM-0067  
**Contractors:** MBB Affiliates

**INDINGS**

**1. AUTHORIZATION:**

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

**2. MINIMUM NEED:**

The Government of the District of Columbia, acting by and through its Department of General Services (referred to as the “Department” or “DGS”) has an urgent and vital need for the services of MBB Affiliates, LLC (referred to as “MBB” or the “Contractor”). This requirement entails the provision of immediate and comprehensive emergency maintenance services, which encompass facility operations, maintenance, and repair services (OM&R). The scope of these services pertains to the Short-Term Family Housing facility in Ward 1 and includes the entire spectrum of responsibilities such as management, supervision, labor, materials, supplies, equipment, and storage vehicles, all essential for ensuring the effective operation of the Short-Term Facility. The duration for these services will not exceed 120 days and will strictly adhere to the guidelines outlined in Chapter 47 of Title 27 of the DCMR Section 4719 and PPRA Sec. 405(d), specifically addressing Emergency Procurements.

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

The estimated fair and reasonable price for Basic Services is \$140,420.00. Related Supplemental Services will be offered as required, and their pricing will follow the firm, fixed, and fully-loaded direct hourly labor rates detailed below. The cost of Supplemental and Related services will be reimbursed based on actual costs and will not exceed a total of \$75,000 over the 120-day emergency contract service period.



CLIN	SERVICE	UOM	HRLY RATE
0001	Basic Services	MTHLY	\$ 35,400
0003	Supplemental Services	EA	\$ 75,000

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

In accordance with D.C. Official Code §2-354.05 and 27 DCMR 4719, the primary objective of this emergency contract is to mitigate the potential hazards of an unsafe and unsanitary workspace that could pose a threat to public health, welfare, and property. Additionally, it aims to prevent any disruption to the routine operations of the Short-Term Family Housing facility in Ward 1.

It is within the mission and duty of the Department of General Services to oversee building services for District Government-owned and occupied facilities. These responsibilities include a wide range of functions, including landscaping, facility operations, and maintenance, all of which are vital to the efficient operation of Short-Term Family Housing, as mandated by D.C. Code § 10-551.01(b)(4), known as "The Department of General Services Establishment Act of 2011."

The Department's foremost goal is to take proactive measures in preventing any potential issues associated with consolidated maintenance. This involves the attentive and consistent upkeep of our facilities. Moreover, we are dedicated to improving our responsiveness in swiftly addressing maintenance concerns as they emerge.

As we approach the hypothermia season, marked by extremely low temperatures, we are increasingly mindful of the capacity and responsiveness of smaller contractors providing services. This has become an area of concern as we strive to ensure the safety and well-being of our community during this challenging season.

This issue has come to the forefront as we contend with an increased demand for emergency repairs. The contractor mentioned above possesses the necessary capacity and capabilities to meet these requirements effectively. Their expertise is instrumental in ensuring safe environments for staff, workspaces, living quarters, homeless shelters, municipal buildings, and visitor areas across all citywide locations. Our collective goal is to maintain habitable environments in these crucial spaces.



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

I hereby certify, to the best of my knowledge and belief, that all the statements I have provided are accurate, truthful, and complete. I am fully aware that the information I have disclosed herein is both true and precise. Furthermore, I acknowledge the serious consequences of making false statements, as outlined in D.C. Official Code § 22-2405 et seq. (2001), which may result in criminal penalties.

I also understand that any information I have provided may be subject to investigation in accordance with applicable laws and regulations.

9/16/2023  
**Date**

*Donny Gonzalez*  
**Donny Gonzalez**  
Deputy Director, Facilities Management Division

**6. CERTIFICATION BY THE SUPERVISOR AND CONTRACTING OFFICER:**

After a thorough review of the findings presented above, I confirm that they provide adequate justification for employing the emergency procurement method to award the specified contract to the contractor mentioned. Furthermore, I would like to highlight that it is imperative for the Department to promptly post the notice of this emergency contract on the Department's website within seven (7) days of the contract being awarded.

Taking all factors into consideration, I recommend that the Chief Procurement Officer of the Department of General Services grant approval for the utilization of the emergency procurement method for this proposed procurement action.

9/16/2023  
**Date**

*Domonique L. Banks*  
**Domonique L. Banks**  
Contracting Officer, Supervisory Contract Specialist



**DETERMINATION**

Having carefully examined the findings outlined above, I hereby affirm that they provide sufficient justification for the utilization of the emergency procurement method as stipulated in the relevant authority. I also certify that the notice of contract award for this emergency procurement will be published in strict 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, in my capacity as the Chief Procurement Officer for the Department of General Services ("DGS"), I officially approve the use of the Emergency Procurement method. It is evident that this is the only viable and appropriate method for procuring the necessary emergency consolidated maintenance services for Short-Term Family Housing in Ward 1.

9.16.23

**Date**



*George G. Lewis, CPPO*

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**George G. Lewis, CPPO**  
Chief Procurement Officer  
Chief of Contracts & Procurement

