

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



Contracts & Procurement

**DETERMINATION AND FINDINGS  
FOR A  
SOLE SOURCE PROCUREMENT**

**CAPTION:** Consolidated Maintenance Services at Cardozo High  
**AGENCY:** Department of General Services  
**CONTRACTOR:** RWD Consulting LLC

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304 and 27 DCMR 4718

**2. MINIMUM NEED:**

The District of Columbia, Department of General Services (“Department” or “DGS”) on behalf of the Facilities Management Division has an urgent need for RWD Consulting, LLC (“RWD”) to continue providing Consolidated Maintenance Services to Cardozo High School for a period not to exceed three (3) months or until the Department awards a new contract, whichever comes first. This additional time will assure the avoidance of any disruption to critical facility operation services during the impending period while a new solicitation for these services is procured following significant scope changes.

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

The estimated fair and reasonable price for this temporary period is Three Hundred Thirteen Thousand Three Hundred Eighty-Six Dollars and sixty-two cents (\$313,386.62) for basic services plus, a total not-to-exceed amount of Seventy-Five Thousand Dollars (\$75,000.00) for cost reimbursement for a total NTE amount of Three Hundred Eighty-Eight Thousand Three Hundred Eighty-Six Dollars and sixty-two cents (\$388,386.62).

**4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:**

It is the mission of DGS to provide first rate maintenance at District government facilities and to ensure a safe environment for the citizens, employees and visitors of the District of Columbia. The purpose of this sole source procurement is to prevent an imminent threat to health, welfare, property and safety and serious disruption in agency operations to

Cardozo High School, a District of Columbia Public School. Due to the safety of children and personnel, these services require uninterrupted service.

1. The Department has determined that it is in the best interest of the District to continue services with the incumbent, RWD from July 24, 2020 through November 30, 2020, and is the only vendor who can meet the District's minimum need without disruption of services at this time.
2. The Department is in the process of conducting significant scope changes to the upcoming solicitation. It is the intent of the Department to issue a new solicitation within the next 30 days.
3. The current contractor is providing satisfactory services and is uniquely positioned to ensure continuity of services.
4. The estimated cost to the District for this sole source procurement is fair and reasonable based on DGS' historical data on similar services.
5. A sole source procurement is the most advantageous method to minimize disruption to overall facility operations; it ensures a continuation of service while the District prepares and finalizes a solicitation for competition and awards a multiple year contract upon Council approval.

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

I have reviewed the above findings and certify to the best of my knowledge and belief, all statements are true, correct and complete and that the information given herein is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_

Date

\_\_\_\_\_

Donny Gonzalez  
Deputy Director | Facilities Management

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

I have reviewed the above findings and certify to the best of my knowledge and belief, all statements are true, correct and complete and that the information given herein is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_

Date

\_\_\_\_\_

Kimberly Gray  
Contracting Officer | Goods and Services

**7. CERTIFICATION BY THE CHIEF OF CONTRACTS AND PROCUREMENT:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the sole source notice of Intent to Award a Sole Source Contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04) and that no response was received. As the Chief of Contracts and Procurement at the Department of General Services, I approve the use of the sole source procurement method for this requirement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
George. G. Lewis, CPPO  
Chief of Contracts and Procurement