DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT

Purchasing Agency: Department of General Services
User Agency: Capital Construction Division
Caption: Additional Furniture Design Services Capital Construction Division 1250 U Street NW
Proposed Designer: Standard Business Furniture

FINDINGS

1. AUTHORIZATION:

D.C. Code Section 2-354.04 and DCMR 47, Section 4718.

2. MINIMUM NEED:

The Department of General Services (DGS) has an immediate need to engage the services of a Furniture Provider for the design and installation of 15 powered, adjustable height workstations and furniture systems at the Office of Contracting and Procurement within the Department of General Services.

ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable price to provide the additional required design services is approximately $41,586.22

3. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

The Capital Construction Division (CCD) and the Office of Contracting and Procurement (C&P) within the Department of General Services has an immediate need to expand the department to include 15 additional staff workstations. The new workstations shall consist of electrified adjustable height work-surfaces, mobile storage pedestals and task chairs. The workstations represent an immediate need as they are in support of recent staff expansion within the programs. The physical expansion of the office space shall coordinate with the existing materials and represent a 20% growth in the C&P suite area. These furniture components are part of a larger renovation of the suite and need to match existing systems.
The original acquisition of the product, which began in 2017 was by free and open competition and purchased on GSA schedule. Some of the components of the system are proprietary and cannot be purchased from multiple vendors. However, this procurement from the same source ensures competitive pricing as the items are on the GSA schedule.

It is important to note, the sourcing of non-proprietary items from the same vendor allows the agency to have one point of contact for warranty and service related issues, should the need arise.

4. CERTIFICATION BY THE DEPUTY DIRECTOR OF CAPITAL CONSTRUCTION SERVICES:

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

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Date Paul Blackman
Deputy Director
Capital Construction Services

5. CERTIFICATION BY THE CONTRACT SPECIALIST:

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 4718 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.

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Date Marketa Nicholson
Contract Specialist

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.