

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



Contracts & Procurement

**DETERMINATION AND FINDINGS  
FOR  
EMERGENCY PROCUREMENT**

**Agency:** Department of General Services

**Caption:** Emergency Contract for Elevator and Wheelchair Lift Maintenance, Repair and Maintenance Services for Aggregate Group B

**Contractor:** Collins Elevator Services, Inc.

**FINDINGS**

**1. AUTHORIZATION:**

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

**2. MINIMUM NEED:**

The Department of General Services (DGS) has an immediate need for Collins Elevator Services, Inc. to perform Emergency Elevator and Wheelchair Lift Maintenance, Repair and Maintenance Services for facilities located in Aggregate Group B of the District in accordance with Chapter 47 of title 27 of the DCMR Section 4719 and PPRA Sec. 405 (d); *Emergency Procurements*.

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

The estimated fair and reasonable price is up to \$203,420.00

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

In accordance with the D.C. Official Code §2-354.05, 27 DCMR 4719 and Title 21 DCMR, Chapter 20, the purpose of this emergency procurement is to prevent an imminent threat to public health, welfare and property; also, to prevent a dangerous environment for residents, employees, students and visitors of Facilities located in Aggregate Group B of the District. It is the mission and the responsibility of the Department of General Services to provide Elevator and Wheelchair Lift Maintenance,

Repair and Maintenance Services for facilities owned and operated by the District government; these responsibilities include providing Elevator and Wheelchair Lift Maintenance, Repair and Maintenance Services located in Aggregate Group B at District Government owned and operated facilities. (D.C. Code § 10-551.01(b) (4), the Department of General Services Establishment Act of 2011.)

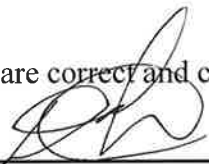
An Emergency Contract with Collins Elevator Services, Inc. is needed to provide Elevator and Wheelchair Lift Maintenance, Repair and Maintenance Services in Aggregate Group B which may prevent life threatening situations. A new contract cannot be competitively bid and awarded in time to have a contractor in place to provide Elevator and Wheelchair Lift Maintenance, Repair and Maintenance Services needed.

The Contractor referenced above is the only vendor who can meet the District's minimum need for Elevator and Wheelchair Lift Maintenance, Repair and Maintenance Services at this time and the estimated cost to the District is fair and reasonable based on DGS' historical data on similar services. Moreover a competitive procurement process is not practicable under these circumstances and a new contract could not be competitively bid and awarded in time to have a service contractor in place to provide the required services. As previously stated failure to provide Elevator and Wheelchair Lift Maintenance and Repair Services may result in creating life threatening situations for residents, employees, students and visitors in Facilities located in Aggregate Group B of the District.

**5. CERTIFICATION BY DEPUTY DIRECTOR OF FACILITIES MANAGEMENT OF DGS:**

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

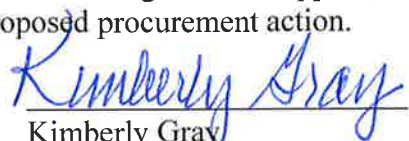
11/05/18  
Date

  
\_\_\_\_\_  
Donny Gonzalez  
Deputy Director of 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 Collins Elevator Services, Inc. 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.

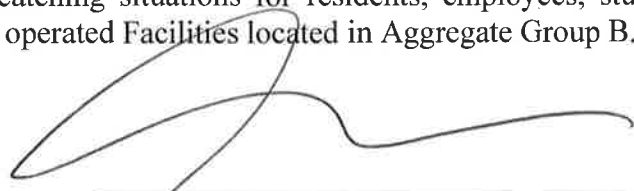
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Kimberly Gray  
Supervisory Contract Specialist, Contracting Officer | Goods & Services

**7. CERTIFICATION AND DETERMINATION BY THE 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 to prevent a life threatening situations for residents, employees, students and visitors of District owned and operated Facilities located in Aggregate Group B.

11/05/18  
Date

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