

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



Contracts & Procurement

**DETERMINATION AND FINDINGS  
FOR  
EMERGENCY PROCUREMENT**

**Agency:** Department of General Services (the “Department” or “DGS”)  
**Contract:** DCAM-20-NC-EM-0028  
**Caption:** City-wide Comprehensive Janitorial and Related Supplemental Services – Group B  
**Contractor:** Clean Team Janitorial Service (“Clean Team”)

**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 Clean Team Janitorial Service (“Clean Team”) to continue providing city-wide comprehensive janitorial and related supplemental services for District owned and operated facilities within Group B property list including the management, supervision, labor, materials, supplies, and equipment (except as otherwise provided) to ensure effective performance of janitorial and related services at the specified District owned and operated facilities under Group B for a period of no more than 30-days 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 for **Basic Services** is **\$85,054.65**. Related Supplemental Services will be provided on an as-needed basis in accordance with the firm, fixed and fully-loaded hourly labor rates described below. Supplemental and Related services will be paid on a cost reimbursable basis and **shall not exceed \$10,000.00** during the 30-day emergency contract service period.

CLIN	Service	UOM	HOURLY RATE
0029A	Supervisor	Per Hour	31.29
0029B	Janitor	Per Hour	29.27

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

In accordance with the D.C. Official Code §2-354.05 and 27 DCMR 4719, the purpose of this emergency contract is to prevent the unsafe and unclean workspace that would cause a threat to public health, welfare and property, and to prevent a disruption of the daily operations at specified District owned and operated facilities within e Group B property list. It is the mission and the responsibility of the Department of General Services to provide building services for facilities owned and occupied by the District government; these responsibilities include providing comprehensive janitorial, operations, maintenance and repair services at District Government owned and occupied facilities. (D.C. Code § 10-551.01(b) (4), *The Department of General Services Establishment Act of 2011.*)

The continuation of uninterrupted comprehensive janitorial and related supplemental services is required while the new solicitation for these services are procured. To prevent serious disruption in the operations of multiple District agency tenants, a maximum 30-day contract term with the current Contractor is required due to the following:

- Major change in scope of services issued under the new solicitation in an effort to improve and clearly define the Districts service level standards, requirements and assure best value and lowest price reasonable is obtained by an Invitation for Bid (“IFB”) procurement process.
- The Current FY20 budget restraints require the Department to descope and reline services to meet the tenant agency needs while assuring the overall cost of services is reasonable and within realistic independent government estimates.

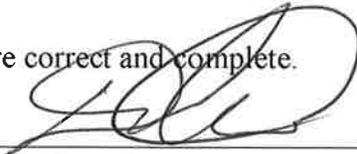
The Contractor referenced above is the only vendor who can meet the District’s minimum need without disruption of services at this time and the estimated cost to the District for the 30-day term is fair and reasonable based on DGS’ historical data on similar services. The Department requested Clean Team to hold the final OY4 rates for services and the request was honored.

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 city-wide comprehensive janitorial and related supplemental service contract in place to provide services prior to the expiration of the incumbent contract. As previously stated failure to continue with services or any disruption of the daily operations would quickly create unsanitary, unhealthy and potentially life-threatening conditions for District government employees and the public.

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

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

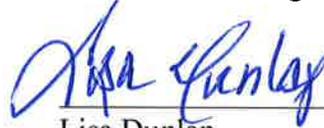
02-05-20  
Date

  
\_\_\_\_\_  
Donny Gonzalez  
Deputy Director of Facilities Management Division

**6. CERTIFICATION BY THE CONTRACT SPECIALIST 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 Clean Team. 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.

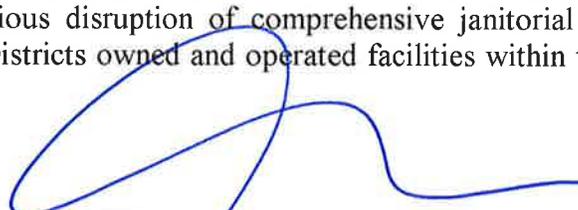
1/28/2020  
Date

  
\_\_\_\_\_  
Lisa Dunlap  
Contract Specialist  
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 as the only viable method of procurement to prevent serious disruption of comprehensive janitorial and related supplemental services for the Districts owned and operated facilities within the Group B property list.

1/28/20  
Date

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