

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



Contracts & Procurement

**DETERMINATION AND FINDINGS  
FOR AN  
EMERGENCY PROCUREMENT**

**CAPTION:** Consolidated Maintenance Services for the Department of Human Services (“DHS”) Short-Term Family Housing Facility in Ward 1

**AGENCY:** Department of General Services

**CONTRACTOR:** MBB Affiliates

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.05 and 27 DCMR 4719

**2. MINIMUM NEED:**

The Government of the District of Columbia, acting by and through its Department of General Services (the “District”, “Department” or “DGS”), on behalf of its client agency, Department of Human Services (“DHS”) has an urgent need for a contractor to provide Consolidated Maintenance Services at Short-Term Family Housing Facility in Ward 1, located at 2500 14<sup>th</sup> Street NW, Washington, DC 20009, for a temporary emergency period not to exceed 120-days.

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

The estimated fair and reasonable price for 120-day emergency contract is One Hundred Nineteen Thousand Three Hundred Twenty-Five Dollars and fifty-three cents (\$119,325.53) for basic services plus, a not-to-exceed amount of Seventy-Five Thousand and zero cents (\$75,000.00) for cost reimbursement, for a Total Not-to-Exceed Amount of One Hundred Ninety-Four Thousand Three Hundred Twenty-Five Dollars and fifty-three cents (\$194,325.53).

**4. FACTS WHICH JUSTIFY AN EMERGENCY 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 emergency procurement is to prevent an imminent threat to health, welfare, property and safety and serious disruption in agency operations to DHS’ Short-Term Family Housing Facility in Ward 1.

1. Contracts and Procurement selected three (3) small business enterprise (SBE) firms based on their experience doing business with the District and the service requirements to compete for these services. On December 7, 2002, a scope of work for an emergency procurement was sent to MBB Affiliates LLC (“MBB”), RWD Consulting LLC (“RWD”), and Thiha, Inc. (“Thiha”), to provide pricing. A site visit was scheduled for December 9, 2002; all three (3) vendors participated, and bids were due on December 10, 2020 by 3:00 p.m. MBB and RWD provided bids on time in accordance with the submission deadline. Thiha could not meet the deadline and therefore, did not provide a bid.
2. Contract award would be based on the responsive and responsible bidder with the lowest price and the most advantageous to the Department. CBE preference points were converted to a percentage and then to a dollar value. The preference point dollar value was subtracted from each bidder’s grand total to determine the evaluated bid price. Based on the evaluated price, MBB was the lowest bidder.

EMERGENCY 120-DAY PERIOD									
BIDDERS	CBE PTS	CBE % PTS	BASIC SERVICES	REIMBURSABLE SERVICES	TOTAL PRICING	CBE PT DOLLAR VALUE	EVALUATED GRAND TOTAL	RANKING	
MBB Affiliates	12	12%	\$119,325.53	\$ 6,907.85	\$ 126,233.38	\$ 15,148.01	\$ 111,085.37	1	
RWD Consulting	7	7%	\$134,038.60	\$ 6,203.84	\$ 140,242.44	\$ 9,816.97	\$ 130,425.47	2	

3. The Department has determined that it is in the best interest of the District to obtain services with MBB Affiliates under a temporary emergency contract and is the only vendor who can meet the District’s minimum.
4. The Department is in the process of finalizing scope of services to the upcoming solicitation. It is the intent of the Department to issue a new solicitation within the next 45 days.
5. The current contractor is providing satisfactory services at similar facilities in Wards 5 and 3 and is uniquely positioned to ensure continuity of services.
6. The estimated cost to the District for this temporary emergency period is fair and reasonable based on DGS’ historical data on similar services.
7. MBB is in full compliance with District certificate of Clean Hands, with insurance requirements set by the Office of Risk Management (ORM); is not listed on the District Excluded Parties list and does not appear on the Federal SAM exclusion list. MBB has been deemed responsive and responsible.
8. An emergency 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 contract.

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

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


12/15/20  
Date

  
Donny Gonzalez  
Deputy Director | Facilities Management

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

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 *MBB Affiliates, LLC*. 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.


12/15/2020  
Date

  
Franklin Austin, CPPB, CPM  
Contracting Officer

**7. CERTIFICATION BY THE CONTRACTS AND PROCUREMENT ASSOCIATE DIRECTOR | 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 in the Department's Consolidated Maintenance Services at Short-Term Family Housing Facility in Ward 1.

12.15.2020  
Date

  
*George G. Lewis, CPPO*  
George. G. Lewis, CPPO  
Chief, Contracts and Procurement