

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



Contracts & Procurement

**DETERMINATION AND FINDINGS  
FOR AN  
EMERGENCY PROCUREMENT**

**CAPTION:** Janitorial Services and Supplies at R.I.S.E Demonstration Ctr. & Pavilion

**AGENCY:** Department of General Services (DGS)

**CONTRACTOR:** Capitol Service Management, Inc. (“CSMI”)

**FINDINGS**

**1. AUTHORIZATION:**

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

**2. MINIMUM NEED:**

The Department has an urgent need for Capitol Services Management, Inc. (“CSMI” or “Contractor”) to continue providing janitorial services and supplies at the R.I.S.E Demonstration Center and DC Gateway Pavilion for a temporary emergency period not-to-exceed 60-days, ending on or before April 18, 2020. This 60-day extension will assure the avoidance of disruption of services during a transition period.

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

The estimated fair and reasonable price for the 60-day emergency contract is Fifty-One Thousand Four Hundred Eighty-Seven Dollars and thirty-three cents (\$51,487.33) for janitorial services and supplies.

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

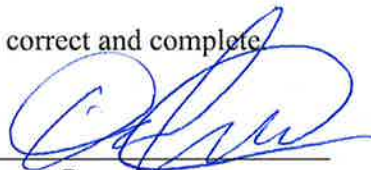
It is the mission of DGS to provide first rate maintenance at District government facilities, including schools, and to ensure a safe environment for the citizens, employees and visitors of the District of Columbia. The purpose of this emergency procurement is to prevent an imminent threat to health, welfare, property and safety and serious disruption in agency operations to the R.I.S.E Demonstration Center and DC Gateway Pavilion. Due to the safety of District visitors 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, CSMI, under a temporary emergency contract, 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 transitioning services to DGS' current Janitorial On-Call Contract and therefore, requires a period up to 60-days to complete this transition.
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 temporary emergency period is fair and reasonable based on DGS' historical data on similar services.
5. 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 transition phase for these sites to an on-call janitorial contract for the remaining fiscal year.

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

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

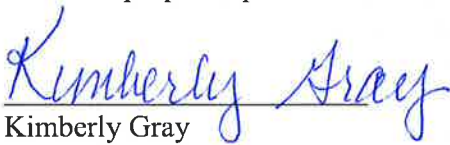
02-19-20  
Date

  
\_\_\_\_\_  
Donny Gonzalez  
Deputy Director | 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 Capitol Services Management, Inc. (CSMI). 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.

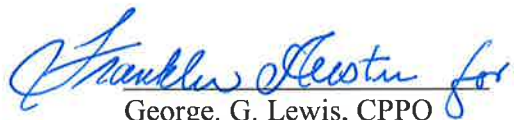
2-19-20  
Date

  
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Kimberly Gray  
Contracting Officer | Goods & 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 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 at the R.I.S.E. Demonstration Center and Pavilion.

02/21/2020  
Date

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

