

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



**ADMINISTRATIVE ISSUANCE**

**Administrative Order No.:** 2017-001

**Date:** March 23, 2017

**Subject:** Delegation of Contracting Authority to George G. Lewis, Associate Director

**Originator:** Greer Johnson Gillis, Director

**Distribution:** All DGS Employees

**Expiration Date:** Until Rescinded

Pursuant to the Department of General Services' procurement regulations (See 27 DCMR 4703, *Delegation of Authority to Contracting Officers*), I, Greer Johnson Gillis, in my capacity as Director and Chief Contracting Officer of the Department of General Services (the "Department" or "DGS") hereby: (i) revoke the prior delegation of contracting authority made by the contracting officer(s) of the Department to Yinka T. Alao pursuant to Administrative Order No. 2015-004, dated December 2, 2015; and (ii) delegate to George G. Lewis, in his capacity as Associate Director of DGS' Contracts and Procurement Division, the following authority:

1. Mr. Lewis is hereby appointed to serve as a contracting officer for DGS and shall have all, and the same, authority which the Chief Contracting Officer has, including to:
  - a. Award and execute contracts of any value;
  - b. Effect delegations of authority to Contracts and Procurement Division personnel;
  - c. Execute change orders or other contract modifications and issue directives of any value;
  - d. Make findings and determinations required by DGS' and the District's procurement regulations;
  - e. Execute and issue notices to proceed, award letters and other such documents pursuant to contract awards made in accordance with the authority conferred by this delegation or that have been approved by the Chief Contracting Officer;
  - f. Execute and issue terminations for default;

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- g. Execute and issue terminations for convenience;
- h. Respond to claims by contractors and assert the claims of the Department against contractors; and
- i. Settle disputes with contractors.

2. Before executing any contracts, change orders, contract modifications or directives that authorize new funds, Mr. Lewis shall obtain written confirmation from the Department's Agency Fiscal Officer that adequate appropriated funds are available for such action.

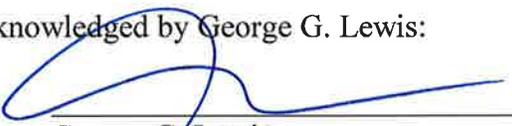
3. Mr. Lewis shall also have the authority to create Purchase Orders through DGS' PASS/SOAR system in order to support contractual obligations of DGS. For the avoidance of doubt, it is understood that Mr. Lewis shall have the authority to create Purchase Orders through DGS' PASS/SOAR system in order to support contractual obligations made by any duly authorized contracting officer of DGS, including, but not limited to the Chief Contracting Officer.

This delegation shall be effective immediately, and the authority granted hereby shall continue until rescinded.

By:   
Greer Johnson Gillis  
Director and Chief Contracting Officer

Date: 03/24/2017

Acknowledged by George G. Lewis:

By:   
George G. Lewis  
Associate Director

Date: 3/24/17