

**DETERMINATION AND FINDINGS FOR
SOLE SOURCE CONTRACT EXTENSION**

Agency: DC Public Library (DCPL)

Contract No.: DCPL-2015-C-0003

Caption: Janitorial Services at Twenty-Five (25) DCPL Neighborhood Branch Libraries

Contractor: National Service Contractors (NSC)

FINDINGS

1. AUTHORIZATION:

19 DCMR §4320 and DC Official Code §2-354.04.

2. MINIMUM NEED:

DCPL has a continuing need for the current contractor NSC to continue providing janitorial services at its twenty-five (25) neighborhood branch libraries for the period November 14, 2019 through December 31, 2019. The extension will assure the avoidance of disruption of services while awaiting Council approval for the new replacement janitorial services contract.

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price for the extension period is \$163,862.30.

4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

- A. On November 14, 2014, NSC was awarded Contract No. DCPL-2015-C-0003 to provide janitorial services at DCPL's twenty-five (25) neighborhood branch libraries.
- B. DCPL has determined that it is in the best interest of the agency to extend the current contract with NSC from November 14, 2019, through December 31, 2019, for a continuation of services as defined under the original contractual agreement.

- C. DCPL has completed the solicitation/evaluation process for the new replacement contract for janitorial services and additional time is needed to seek Library Board, DCPL Legal and Council approvals to award the new contract.
- D. The current Contractor is providing services to the satisfaction of DCPL and is uniquely positioned to ensure continuity of services.
- E. A sole source contract extension is the most advantageous method to minimize disruption to overall facility operations; and it ensures the continuation of services while awaiting the required regulatory approvals to award the new janitorial services contract.

5. **CERTIFICATION BY THE DIRECTOR, DEPARTMENT OF FACILITIES MANAGEMENT:**

I hereby certify that the above facts are accurate and complete.

Kim Fuller

Date

6. **CERTIFICATION BY THE CONTRACT SPECIALIST:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority, I certify that the notice of intent to award a sole source procurement action was published in accordance with DCPL Procurement Regulation Chapter 43, Section 4320.2. I recommend that the DCPL Chief Procurement Officer approve the use of the sole source method of procurement for this proposed action.

Ameer Abdullah
Contract Specialist

Date

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine and certify that it is not feasible nor practical to invoke the competitive sealed proposal process under 19 DCMR §4317 and DC Official Code §2-354.04. Accordingly, I determined that the District is justified in using the sole source procurement method.

Diane Wooden
DC Public Library
Chief Procurement Officer

Date