

**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 January 1 – 31, 2020. The extension will assure the avoidance of disruption of services while transitioning from the current contract to the new replacement janitorial services contract.

**3. ESTIMATED REASONABLE PRICE:**

The estimated fair and reasonable price for the period January 1 – 31, 2020 is \$109,365.37.

**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. The current contract with NSC expires on December 31, 2019. DCPL has determined that it is in the best interest of the agency to extend the current contract with NSC from January 1 – 31, 2020, while awaiting Council approval to award the new replacement janitorial services contract.

C. A sole source contract extension is the most advantageous method to minimize disruption to overall facility operations between DCPL receipt of Council approval and during the period of transition between contractors and DCPL staff.

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