

Intent to Award Sole Source Contract

Title	Intent to Award Sole Source Contract - Determination and Findings
Notice Date	May 22, 2014
Response Due Date	June 1, 2014
Contract Number	CFOPD-14-C-041
Contract Description	<p>Building Maintenance and Repair Services</p> <p>Description: to engage the assistance of Waterfront Station's Property Management Firm (Vornado/Charles E. Smith) to:</p> <ol style="list-style-type: none">(1) provide maintenance services required for the optimum performance of OCIO IT equipment,(2) manage tenant-based (OCFO) property and equipment and(3) assist with the OCFO projects that require outside vendors.
Vendor Name	Vornado / Charles E. Smith
Procuring Agency	Office of Management and Administration
Point of Contact	Peter Lloyd, Contract Specialist Peter.Lloyd@dc.gov 202-442-6431

**Government of the District of Columbia
Office of the Chief Financial Officer
Determination and Findings
for
SOLE SOURCE PROCUREMENT**

SOLICITATION NUMBER: CFOPD-14-I-041
CONTRACTOR: Vornado / Charles E. Smith
CAPTION: Building Maintenance and Repair Services
PROGRAM AGENCY: Office of Management and Administration
CONTRACTING AGENCY: Office of Contracts

1. AUTHORIZATION

D.C. Official Code §2-354.04, 27 DCMR § 1702 and 2005.6(b), PPRA § 404

2. MINIMUM NEED

The Office of the Chief Financial Officer (OCFO), Office of Management and Administration (OMA) requires the assistance of Waterfront Station's Property Management Firm (Vornado/Charles E. Smith) to (1) provide maintenance services required for the optimum performance of OCIO IT equipment, (2) manage tenant-based (OCFO) property and equipment and (3) assist with the OCFO projects that require outside vendors.

3. ESTIMATED REASONABLE PRICE

The estimated fair and reasonable price budgeted for the contract is \$200,000 from Date of Award through one (1) year thereafter. The estimated price is based on projected expenditures for the period of performance and the contractor's price schedule.

4. FACTS WHICH JUSTIFY SINGLE AVAILABLE SOURCE PROCUREMENT

Amendment seven (7) to the lease agreement for 1100 and 1101 4th Street, SW Washington, DC 20024 engages the services of the Landlord's management firm – Vornado/Charles E. Smith – as the responsible party to service and maintain tenant-based equipment. Periodically, there are projects requested by administrations of the OCFO that require the services of Vornado-Charles E. Smith to develop, correct, repair, enhance and/or improve the tenant-owned equipment located at the aforementioned addresses.

Since the property owners and thus property management firm will not allow outside vendors to service/manipulate base-building mechanical systems and in accordance with modification seven (7) to the lease agreement, we are seeking a sole source award with Vornado/Charles E. Smith to:

- Be responsible for the proper operation, preventative maintenance, troubleshooting and repairs to the OCFO's mechanical, electrical, HVAC, plumbing, life safety, fire protection, and security systems;
- Perform advanced troubleshooting of OCFO Mechanical, Electrical, and Plumbing (MEP) systems;
- Perform preventative maintenance on OCFO/OCIO equipment in Server Rooms, LAN Rooms, Telephone Closets, etc. including but not limited to changing filters, adjusting fan belts, monitoring temperature control, replacing thermostats, etc. on an as needed basis;
- monitor and adjustment mechanical/pneumatic equipment, air handlers, cooling towers, VAV's, boilers, control gauges, valves, thermostats, diffusers and other necessary equipment in order to maintain a peak-operating environment in OCFO computer and equipment rooms;
- Respond immediately to emergency situations including equipment failures;
- Troubleshoot and perform repairs on all types of equipment (e.g., pump and motor replacement), electrical equipment, air conditioners, HVAC equipment, replace electrical switches and outlets;
- Assist in coordinating tenant build-outs, renovations, and capital improvements;
- Coordinate/program equipment to provide after-hours heating and cooling as requested by the OCFO Facilities Manager;
- Respond to, and address tenant complaints regarding malfunctioning moveable partitions in training rooms;
- Coordinate contractor, tenant and management approvals for work that requires the use of an outside contractor. Maintain log of work order details.
- Perform all assigned work so as to ensure the safety of the building's tenants and the continuous operation of the site and OCFO IT equipment;
- Maintain maintenance inventory and requisition parts and supplies as needed;

5. CERTIFICATION BY AGENCY HEAD

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

Paul Lundquist

Executive Director

Office of the Chief Financial Officer / Office of Management and Administration

Date

6. **CERTIFICATION BY CONTRACTING SPECIALIST**

I have reviewed the above findings and certify that they are sufficient to justify the use of the single available source method of procurement under the cited authority. The notice on intent to award a sole source contract was posted on the Internet and no responses were received. I recommend that the Director approve the use of the sole source procurement method for this proposed contract action.

Peter Lloyd
Contract Specialist
Office of Contracts

Date

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.04). Accordingly, I determine that the District is justified in using the sole source method of procurement.






Joseph Giddis
Director/Contracting Officer
Office of Contracts

Date







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<input type="checkbox"/>	 CFOPD-08-C-028 - Cost Allocation Plan - Notice of Intent Sole Source DF.pdf View Download	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-08-C-028 - Due Date: December 29, 2013 -- POC: (email – carla.roane@dc.gov or telephone 202-442-6452)	103k	v. 1	Dec 19, 2013, 12:06 PM	Doretha Johnson (OCFO)
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– peter.lloyd@dc.gov telephone
202-442-6431)

<input type="checkbox"/>	 CFOPD-08-C-031B - Medicaid Audit Services - Bert Smith & Co - Notice of Sole Source - DF.pdf View Download	Title: Intent to Award Sole Source Contract Extension - Determination and Findings for Medical Audit Services - Document #: CFOPD-08-C-031B - Due Date: September 26, 2014 - POC: Peter Lloyd (email – peter.lloyd@dc.gov telephone 202-442-6431)	1061k	v. 1	Sep 16, 2014, 5:43 PM	Doretha Johnson (OCFO)
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 2013 -- POC: Anthony Stover
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<input type="checkbox"/>	 RQ853954 - Notice of Sole Source - Vornado.pdf View Download	Title: Intent to Award Sole Source Contract Determination and Findings for Battery Replacement Services -- Document #: RQ853954 -- Due Date: September 5, 2014 -- POC: Anthony Stover (email – anthony.stover@dc.gov or telephone 202-442-7122)	261k	v. 1	Aug 26, 2014, 5:04 PM	Doretha Johnson (OCFO)
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Comments

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