



**DETERMINATION AND FINDINGS FOR AN EMERGENCY CONTRACT**

**CONTRACT NO:** GAGA-2021-E-0036  
**REQUISITION NO:** RK171614  
**CAPTION:** COVID-19 – Natural Spring Water  
**AGENCY/OFFICE:** DCPS Office of the Chief Operating Officer (OCOO) - Warehouse  
**PROPOSED CONTRACTOR:** SKY LLC DBA US OFFICE SOLUTIONS

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code § 2-354.05; 27 DCMR § 1702 (Emergency Procurements)

**2. MINIMUM NEED:**

The District of Columbia Public Schools (DCPS), Office of Contracts and Acquisitions (OCA), on behalf of the Office of the Chief Operating Officer (OCOO) is seeking a Contractor to provide COVID-19 Supplies of natural Spring Water, as specified in the Contractor's quote, dated 12/4/20, for the DCPS students pursuant to the provisions of the COVID-19 Emergency procurement.

There is an immediate need for the school supplies to prevent interruption in service delivery that cannot be met through normal procurement methods at this time. Therefore, this emergency procurement action must be executed. The selected vendor, a District of Columbia Supply Schedule Contractor meets the following minimum requirements:

- a. Be compliant with District certification requirements.
- b. Have a necessary credentials enough to respond to scheduled deliveries trips as described in the contract.
- c. Possess, maintain and keep in full force during the term of the contract, at its own costs and expense, insurance coverage at the limits prescribed by the District Office of Risk Management;
- d. Shall ensure that every staff meets the required DCPS administered background check, finger printing, and criminal background check requirements prior to providing the services, if needed under this Emergency Contract.

A Task Order will be issued by OCA, in conjunction with this Emergency Procurement to enhance the delivery of the goods and services by the vendor. *The period of performance for this emergency contract shall be from Date of Award thru January 31, 2021.*

D&F for Emergency Contract

**3. ESTIMATED REASONABLE COST:**

Based on the historical data and informal research of prices for the required services, the estimated reasonable cost of the emergency contract is \$231,365.75.

**4. FACTS THAT JUSTIFY EMERGENCY PROCUREMENT:**

The primary purpose of this emergency contract is to continue providing the required COVID-19 Supplies of Natural Spring Water for the SY 2021 DCPS Public Schools. OCOO has been tasked to meet the requirement pursuant to the provisions of the COVID-19.

Pursuant to the PPRA Section 405 Emergency Procurement, an emergency declaration (2020-057) has been enacted as of April 5, 2020. Emergency Type: COVID-19, for this procurement.

**5. CERTIFICATION BY AGENCY DIRECTOR:**

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



\_\_\_\_\_  
Patrick Davis  
Chief Operating Officer

December 18, 2020

\_\_\_\_\_  
Date

**6. DETERMINATION**

Based upon the authorities, findings and in accordance with D.C. Official Code § 2-354.05; 27 DCMR § 1702 (Emergency Procurements), I hereby determine that the proposed emergency procurement is in the best interest of the District of Columbia.



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Candace A. Butler  
Chief Procurement Officer

18 December 2020

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Date