

## Notice of Intent to Award Sole Source Contract Extension

<b>Notice Date</b>	December 4, 2015
<b>Response Due Date (10 business days from Notice Date)</b>	December 18, 2016
<b>Contract Caption/Description</b>	Off-Site Laundry Services CW17235  The Department of Correction (DOC) needs to extend the current contract to provide comprehensive off-site laundry services for an average daily population of up to 2164 inmates at the Central Detention Facility (CDF) located at 1901 D Street SE, Washington DC 20003 and to facilitate the DOC's operation function and avoid a disruption in services. DOC's laundry room is expected to be completed by June 30, 2016. Period of performance from January 1, 2016 to June 30, 2016
<b>Vendor Name</b>	Virginia Correctional Enterprises
<b>Agency</b>	Department of Corrections
<b>Contract Specialist Email</b>	Keia.brooks@dc.gov
<b>Contract Officer Email</b>	deborahj.white@dc.gov

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

**PROGRAM AGENCY:** Department of Corrections (DOC)  
**CONTRACT NO:** CW17235  
**CAPTION:** Laundry Services  
**PROPOSED CONTRACTOR:** Virginia Correctional Enterprises

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701 and 2005.2(b)

**2. MINIMUM NEED:**

The Department of Columbia Office of Contracting and Procurement (OCP), on behalf of the Department of Corrections (DOC) (the "District") has a continuing need for a contractor to provide comprehensive off-site laundry services for an average daily population of up to 2164 inmates at the Central Detention Facility (CDF) located at 1901 D Street, SE, Washington, DC 20003. The service provider will pick up sorted dirty laundry such as linens, blankets, towels, jumpsuits, and personal items from the facility and deliver cleaned and sanitized, folded items; pickup and delivery of a pre-defined schedule for five (5) days a week.

**3. ESTIMATED REASONABLE PRICE:**

The estimated fair and reasonable price to provide the required services for the period of January 1, 2016 through June 30, 2016 is \$160,000.00.

**4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

A. The Inmate Reception Center (IRC) is the centralized point of entry and exit for male and female inmates remanded to the custody of the DOC. The new Center facilitates the timely movement of incoming and outgoing inmates through a "one stop" service delivery model. The co-location of functions, including the required front- and back-end records review and identification processing, case management, and medical triage.

Located at the IRC is the laundry facility which will be run by inmates and managed by a contractor upon the award of a new contract. Though the IRC had a grand

opening in 2015, the laundry room is still under construction. The completion of the construction of the laundry facility is essential in order to complete the solicitation process. It is anticipated that the completion of the construction and opening of the laundry facility will not take place until June 30, 2016.

- B. Virginia Correctional Enterprises was awarded the laundry contract through the competitive process in 2012 and is currently providing satisfactory services for the required laundry services. Virginia Correctional is uniquely positioned to ensure continuity of services until the laundry facility has been completed and a new contract has been awarded.
- C. The Office of Contracting and Procurement expects to award a new contract for these services on or before July 1, 2016.
- D. A Request for Information (RFI) was used as the primary source for market research with a response from two (2) offerors; however, until construction of the laundry facility is completed, OCP is unable to proceed with the procurement process. DOC requires a continuation of laundry services to maintain the continuity of these services which is important in regards to health and safety as it pertains to the welfare of the inmate population.
- E. A sole source extension is in the best interest of the District and is the most advantageous method of fulfilling the District's need while awaiting the completion of the construction of the laundry facility and the completion of the competitive procurement process. Virginia Correctional Enterprises has agreed to continue services based on the existing contract pricing.

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete to the best of my knowledge and that the proposed contract extension is in the best interest of the District of Columbia.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Thomas Faust  
Director  
DC Department of Corrections

**6. CERTIFICATION BY CONTRACTING OFFICER:**

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 27 DCMR 1304, 1700, 1701 and 2005.2(b). I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-354.04). I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deborah J. White  
Contracting Officer  
Office of Contracting and Procurement

**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 § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
George A. Schutter  
Chief Procurement Officer  
Office of Contracting and Procurement

Virginia Correctional Enterprises

CW17235

Sole Source Extension: January 1, 2016 – June 30, 2016