

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

Agency: Department of General Services
Facilities Division
Caption: Asset Management Services
Proposed Contractor: Spectrum Management Services, LLC

FINDINGS

1. AUTHORITY:

Title 27 DCMR Section 4718.1

2. MINIMUM NEED:

The Department of General Services has a need for asset management services for the DC USA retail center located at 14th and Irving Streets.

3. ESTIMATED FAIR AND REASONABLE PRICE:

The fair and reasonable price to provide the required services is \$44,000 for a period of five months.

4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

Under the Fiscal Year 2012 Budget Support Act of 2011, the Department of General Services added to its portfolio certain properties previously managed by the Office of the Deputy Mayor of Planning and Economic Development. One of these properties is Unit No. 3, an underground parking garage within the DC USA retail center. Under Section 7(b) of an Agreement between the District, Citicorp North America Inc. (Bond Purchaser), and DC USA Operating Corp (the Developer), Spectrum Management LLC is the approved vendor to provide asset management services for the property. The Agreement further specifies that the asset manager and asset management services cannot be changed without written consent of Citicorp. The contract between the District and Spectrum, entered into pursuant to the Agreement, is scheduled to expire on February 28, 2013. In order to provide continuity of services, DGS shall enter into a short term contract with Spectrum beginning March 1, 2013 to allow DGS sufficient time to re-procure the required services, seek approval from Citicorp for the new vendor, and enter into a long-term contract.

5. CERTIFICATION BY CONTRACT SPECIALIST:

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

James H. Marshall
Supervisory Contract Specialist

Date

DETERMINATION

Based on the authority and certified findings above, it is hereby determined that the use of the sole source procurement with Spectrum Management Services, LLC to maintain continuity in service delivery is justified and in the best interest of the District.

JW Lanum
Associate Director Contracts & Procurement

Date