

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**User Agency:** District Department of Transportation (DDOT)  
**Purchasing Agency:** Department of General Services  
**Requisition No.:** **RQ 876285**  
**Caption:** FY15 Parking Accommodations  
**Proposed Contractor:** Central Parking Systems

**FINDINGS**

**1. AUTHORIZATION:**

27 DCMR Section 4718

**2. MINIMUM NEED:**

The District Department of Transportation (DDOT) has an immediate need to procure parking accommodations for seven (6) government vehicles at the Waterfront Station located at 1100 4<sup>th</sup> Street SW, Washington, DC 20024.

DDOT recently relocated its office from 2000 14<sup>th</sup> Street, NW to 1100 4<sup>th</sup> Street, SW (Waterfront Station). DDOT currently has six (6) vehicles that require parking accommodations at the new facility. Therefore, DDOT is requesting parking accommodations, through Central Parking Systems. The parking accommodations are not provided as part of the lease agreement at Waterfront Station.

**3. ESTIMATED FAIR AND REASONABLE PRICE:**

\$13,646.16

**4. FACTS THAT JUSTIFY SOLE SOURCE:**

Central Parking Systems is the current parking vendor at the Waterfront Station location. The parking accommodations will continue to support the agency's current business operations and allow DDOT to fulfill its mission and respond to city service requests.

Central Parking Systems will provide the agency 24 hours, 7 days a week, monthly access in the Waterfront Station to accommodate emergency requests, to include weekends and holidays. No market survey was required as there is no vendor, other than Central Parking Systems, that can grant access to the parking facility where the vehicles need to be housed.

**5. CERTIFICATION BY AGENCY HEAD AND CONTRACT SPECIALIST:**

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

\_\_\_\_\_  
Matthew Brown  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Paulette B. Franklin  
Contract Specialist

\_\_\_\_\_  
Date

**DETERMINATION**

Based on the above findings and in accordance with Title 27 of the District's Municipal Regulations, Section 4718, I hereby determine that the subject contract may be procured using the sole source method of procurement.

\_\_\_\_\_  
Courtney Lattimore  
Deputy Chief Contract Officer, DDOT

\_\_\_\_\_  
Date