

**DETERMINATION AND FINDINGS
FOR A
SINGLE SOURCE PROCUREMENT**

CONTRACT NO.: RQ743689

CAPTION: Gym Equipment

PROPOSED CONTRACTOR: Gym Source

PROGRAM AGENCY: District of Columbia Fire and
Emergency Medical Services

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-303.05(a), 27 DCMR 1702

2. MINIMUM NEED:

The District of Columbia Fire and Emergency Medical Services has identified a need to support the physical fitness program for recruits at the Training Academy.

ESTIMATED REASONABLE PRICE: \$27,308.10

3. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

Gym Source, Inc is the exclusive distributor of Cybex gym equipment in the Metropolitan Area. There is no need for competition as they are the sole distributor for this equipment as provided in documentation from the vendor and manufacture.

Therefore, it is in the best interest of the District to award a sole source contract to Gym Source, Inc to procure the necessary equipment.

5. **CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

Sept. 2, 2011
Date

Kenneth B. Ellerbe
Kenneth B. Ellerbe

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 cited authority. I recommend the Interim Assistant Director for Procurement approve the use of the sole source procurement method for his proposed contract.

Date

John R. Dean

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 bidding process under Section 303 of the District of Columbia Procurement Practices Act of 1985 (D.C. Law 6--85; D.C. *Official Code* § 2-303.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

Courtney Lattimore
Commodity Manager