

INTENT TO AWARD SOLE SOURCE CONTRACT

Title	Kitchen Upgrade for the Bertie Backus Campus
Notice Date	August 15, 2017
Response Due Date	August 24, 2017
Reference Number	R0011110
Contract Description	<ul style="list-style-type: none"> • Curtis Equipment, Inc. (CEI) has provided contractual services on behalf of the University in commercial kitchen design for the Bertie Backus Campus including the selection, layout and specifications. CEI also provide equipment for the smoke house located at the Firebird Farm. CEI is a DC Foodservice, restaurant, commercial kitchens for DC Schools, residential sales, and Layout Company thoroughly familiar with DC required codes. Curtis Equipment, Inc. has proprietary information on the designs and build-out of equipment proposed to be purchase and installed through the work with the design team for the Bertie Backus kitchen facilities, smoke house at Firebird Farm and other planned projects (Canning Shed at the Firebird Farm).
Vendor Name	Curtis Equipment, Inc.
Point of Contact	Anthony Berry, anthony.berry@udc.edu 202-274-6914

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

Agency: University of the District of Columbia
Contract No.: P0009057
Caption: Kitchen Upgrade for the Bertie Backus Campus
Contractor: Curtis Equipment, Inc.

FINDINGS

1. Authorization:

D.C. Official Code §2-303.05(a)(1) and 8 DCMR Section 3019

2. Minimum Need:

The District of Columbia Office of Contracting and Procurement (OCP), on behalf of the College of Agriculture, Urban Sustainability & Environmental Sciences (CAUSES), (the “District”) is seeking a contractor to design and build-out the commercial kitchen at Bertie Backus Campus, to include the selection, layout and specifications of equipment.

3. Estimated Reasonable Cost:

The estimated reasonable cost is \$51,324.00.

4. Facts Which Justify Sole Source Procurement:

- Curtis Equipment, Inc. (CEI) has provided contractual services on behalf of the University in commercial kitchen design for the Bertie Backus Campus including the selection, layout and specifications. CEI also provide equipment for the smoke house located at the Firebird Farm. CEI is a DC Foodservice, restaurant, commercial kitchens for DC Schools, residential sales, and Layout Company thoroughly familiar with DC required codes.
- Curtis Equipment, Inc. shall use equipment, supplies and parts that are consistent with the current equipment layout and incorporate the standards that CAUSES has established for its teaching foodservice labs.
- Curtis Equipment, Inc. will provide services in accordance with manufactures equipment, supplies, specifications and guidelines, to ensure UDC facilities become fully certified. .

- Curtis Equipment, Inc. has proprietary information on the designs and build-out of equipment proposed to be purchase and installed through the work with the design team for the Bertie Backus kitchen facilities, smoke house at Firebird Farm and other planned projects (Canning Shed at the Firebird Farm).
- Curtis Equipment, Inc. is a minority owned business located in the District of Columbia.

5. **Certification by the Contract Specialist:**

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

8-15-17
Date


Anthony Berry
Contract Specialist (CS)
Capital Procurement Division (CPD)

DETERMINATION

Based on the above findings and in accordance with D.C. Official Code §2-303.05(a)(1) and 8 DCMR Section 3019, I hereby determine that the subject procurement action may be procured using the sole source method of procurement.

8/15/17
Date


Eddie Whitaker
Contracting Officer (CO)
Capital Procurement Division (CPD)