

**DETERMINATION AND FINDINGS
FOR**

SOLE SOURCE PROCUREMENT

FINDINGS

1. Authorization

19 DCMR § 4320.7.

2. Minimum Need:

The District of Columbia Public Library (DCPL) has the need to procure the Signage Standards by creating two complete manuals for DCPL's historical and contemporary neighborhood libraries. These manuals will be based upon the designs created by Anderson Krygier, Inc. for the Anacostia (contemporary) and Georgetown (historical) libraries.

Having these resources will allow any signage contractor to bid on upcoming library sites, along with any additional signage needs required for libraries that have already been completed.

3. Estimated Fair and Reasonable Price:

\$ 10,000 Total
(Sign Standards Manual--\$5,700 and Sign Program Additions--\$4,300)

4. Facts That Justify a Sole Source Procurement:

- A. Anderson Krygier, Inc. created the signage designs for DCPL's contemporary and historical libraries, which have become part of the DCPL brand. This work was done as part of their original competitively bid contract.
- B. Anderson Krygier, Inc. developed the procurement packages for the signage at the Anacostia, Dorothy I Height/Benning, Francis Gregory, Georgetown, Tenley-Friendship, Watha T. Daniel/Shaw and William O. Lockridge/Bellevue Libraries. The designs in these packages have been used for subsequent library building projects.
- C. The signage designs referenced above do not exist as a common manual. In order for the Library to effectively provide signage and way-finding in other facilities (both new and existing) the designs created for past

projects need to be available in a comprehensive manuals (a Sign Programming Guide and a Workbook with detailed specifications).

- D.** This will assure that the brand is followed for future contemporary and historical library projects.
- E.** Because each renovation and new library has unique signage needs, some additional signs need to be designed. This manual (Sign Programming Guide and Workbook) will aid the current architectural design teams working on the historic Northeast Library and two contemporary libraries – Woodridge and West End with the signage needs for those spaces.
- F.** Continuing the work that was done by Anderson Krygier, Inc. with a new designer will be costly and inefficient. A new designer would first have to spend a considerable amount of time gaining a basic understanding of the already created standards and specifications. A new designer would then have to meet with Library staff to confirm their understanding of the existing standards. Utilizing the services of Anderson Krygier, Inc., eliminates the need to “re-learn” or recreate documentation and designs that are already in place. Anderson Krygier, Inc is the most efficient and cost effective way to create the manuals and to design additional signage for new libraries.
- G.** Based on the reasons above, these services are offered at a fair and reasonable price.

5. Certification By the Contract Specialist:

I hereby certify that the above facts are accurate and complete.

Contract Specialist

Date

DETERMINATION

Based on the above findings and in accordance with the DCPL procurement regulations, 19 DCMR § 4320.7 I hereby determine that the award of a sole source contract for the services described herein is in the best interest of the D.C. Public Library.

Contracting Officer

Date