

**DISTRICT OF COLUMBIA LIBRARY  
DETERMINATION & FINDINGS FOR MANDATORY SET-ASIDE OF  
CONTRACTS \$250,000.00 OR LESS**

**1. AUTHORIZATION**

DC Official Code Section § 2-218.44 and 2-218.45

**2. MINIMUM NEED**

The District of Columbia Public Library (DCPL) is seeking a Contractor to provide all labor, supervision, tools, equipment, supplies, and other needed items to install and deliver benches to the Chevy Chase Neighborhood Branch Library, located at 5625 Connecticut Avenue NW, Washington, DC 20015.

**3. CONTRACTOR**

Knoll, Inc.

**4. ESTIMATED REASONABLE PRICE**

\$9,746.17

**5. FACTS WHICH JUSTIFY AWARD TO OTHER THAN A CERTIFIED SMALL BUSINESS ENTERPRISE (SBE) OR CERTIFIED BUSINESS ENTERPRISE (CBE) CONTRACTOR**

DCPL Office Procurement issued a Request for Quote (RFQ) on July 26, 2017 to four (4) Small-Business Enterprises (SBEs) and one (1) non-SBE. The Procurement Office received one response from the non-SBE, but no responses from any of the four (4) SBEs by the submission deadline of July 31, 2017.

Therefore, a purchase order was issued on August 2, 2017 to Knoll, Inc.

6. **CERTIFICATION BY THE CONTRACT SPECIALIST**

I have reviewed the above findings and certify that they are sufficient to justify the procurement of goods and services from other than a SBE or CBE contractor in accordance with DC Official Code Section 2-218.44 and 2-218.45 and recommend that the Chief Procurement Officer approve this proposed action.

8/3/2017  
Date

  
Darryn A. Martin  
Contract Specialist

**DETERMINATION**

Based on the above findings and in accordance with the DCPL Procurement Regulations, DC Official Code Section 2-218.44 and 2-218.45, I hereby determine that the award of this procurement action for the goods or services described herein is in the best interest of the District of Columbia Public Library.

8/13/17  
Date

  
Diane Wooden  
Chief Procurement Officer