

**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 has a minimum need for "Saturday only" cleaning services for the Library Express (1990 K Street, N.W.).

**3. CONTRACTOR**

Consortium Two

**4. ESTIMATED REASONABLE PRICE**

\$2,600.00

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

The District of Columbia Public Library leases its office space through the property management company Consortium Two, which provides custodial services to the building tenants Monday – Friday as part of the lease agreement. DCPL's Library Express is opened on Saturday, and the cost for cleaning services was not included in the initial lease costs.

**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.

9/6/2017  
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.

9/7/17  
Date

DW  
Diane Wooden  
Chief Procurement Officer