

DF/PO600514

**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) has a need for a vendor to install custom-made glass artwork panels at its Palisades Neighborhood Library

3. CONTRACTOR

Cross Museum Services

4. ESTIMATED REASONABLE PRICE

\$6,240.00

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

The DC Public Library Office of Procurement issued a Request for Quotations (RFQ) email in December 2018 to three non-Small Business Enterprises (non-SBEs). The Office of Procurement did a search on the DC Supply Schedule, but found no SBEs that specialized in the aforementioned service (handling and installing artwork-level glass panels). The Office of Procurement also did a search on the DSLBD Website using the following NIGP Codes: 0521200 (Collectibles, Museum Pieces, etc.); 49565000 (Museum Preparation and Supplies); and 4152600 (Laboratory, Museum, Specimen Storage, etc.) This search turned up three (3) Small-Business Enterprises. However, upon examining the banners of each of the SBEs it was determined that none of the SBEs specialized in the aforementioned service (handling and installing artwork-level glass panels). The Office of Procurement received two (2) price quotes from two non-SBEs and a no-bid response from another non-SBE.

A purchase order was awarded to Cross Museum Services on February 26, 2019.

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

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accordance with DC Official Code Section 2-218.44 and 2-218.45 and recommend that the Chief Procurement Officer approve this proposed action.

2/27/19
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.

2/27/19
Date


Diane Wooden
Chief Procurement Officer