

**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 horizontal screens on the gutter box that is associated with the skylight gutter system at the Tenley Library on the north and south sides. These screens must be fabricated and are needed to prevent the debris from entering and clogging the channel which causes water to leak into the building.

**3. Estimated Fair and Reasonable Price:**

\$3,350.00

**4. Facts That Justify a Sole Source Procurement:**

- a) The District of Columbia Public Library utilized the services of Forrester Construction (FCC) for the construction of the Tenley Library. Galaxy Glass served as a subcontractor to Forrester and installed the skylight system. They worked closely with Solar Innovations (the system designer) on the skylight system and have intimate knowledge of the type of screen required and the skill level required to fabricate and install it without causing damage to the system structure or to the skylights.
- b) The need for the screens was recognized after the building was substantially complete and FCC had begun to close the project. Galaxy Glass installed gutter screens on the horizontal portion of the gutter system. It was hoped that this would resolve the leaking issue, however, it did not.
- c) A report prepared by the subcontractor, Prospect Waterproofing, revealed that the leaking is still occurring because debris enters the gutter box and clogs the drain. Two recommendations were provided in the report and the installation of the metal screens on the gutter box is the least invasive. Galaxy Glass possess the skill level required to fabricate the screens and has the intimate knowledge of the gutter system to install them without causing

damage to the system structure or to the skylights. This installation will stop the drain clogs and have the same appearance as the north and the south side of the building.

**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