

**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 Contractor to provide Kapco Polyester label protectors for its Department of Collections Development and Management.

**3. CONTRACTOR**

DEMCO, INC.

**4. ESTIMATED REASONABLE PRICE**

\$2,200.00

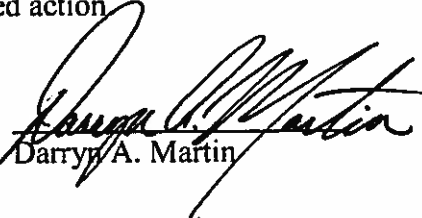
**5. FACTS WHICH JUSTIFY AWARD TO OTHER THAN A CERTIFIED SMALL BUSINESS ENTERPRISE (SBE) OR CERTIFIED BUSINESS ENTERPRISE (CBE) CONTRACTOR**

DCPL Office of Procurement contacted three (3) and received quotes from two (2). Although both SBEs do provide label protectors, one SBE's quoted price was 17% higher, while the second SBE's quote price was 30% higher. In accordance with DC Code § 2-218.45, DCPL may decline award to the SBE if the price is 12% higher than the open market price. Therefore, a purchase order was awarded to Demco, Inc. on March, 1, 2016.

**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

3/3/16  
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.

3/3/16  
Date

DW  
Diane Wooden  
Chief Procurement Officer