

**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 Titan disassemble and reassemble services on an as needed basis.

3. ESTIMATED REASONABLE PRICE

\$4,650.00

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

DCPL searched the DSLBD website and the DC Supply Schedule on the OCP website in an effort to find certified businesses that could provide services related to disassembling and reassembling a Titan 860 print shop Paper Cutter. DCPL could not find any SBE/CBE businesses on either website. As a result, DCPL issued a purchase order to Standard Graphics Mid Atlantic and certified Titan dealer on April 12, 2017.

Shortly after the initial decision to move was made, staff within the Office of Communications were made aware of many constraints we would encounter moving the 2,000lb piece of machinery, the Titan Challenger Cutter. The first constraint encountered during a detailed review of the floorplan that the new space the machinery would be housed in was not accessible by a freight elevator or from the loading dock. The second constraint was encountered when the staff discovered that the measurements of the doors into the new space were not wide enough for the machinery to pass through by at least 24". Upon consulting with Standard Graphics the authorized reseller the machinery was purchased from, we were given three options, pay a rigging company as much as \$10K TO move the machinery to the upper floor from the lower level, purchase a smaller cutter values at \$15K that would fit in the new space without any modifications, or pay \$5,000 to dismantle the current machine, move and reassemble in the new space.

Ultimately, the decision was made to have Standard Graphics dismantle, move and reassemble the machine because it was the most cost-effective option of the three, and Standard Graphics is knowledgeable on dismantling the machine and has the technical

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knowledge to reassemble the machinery back to factory standards, with minimal break in service. The time frame in which these constraints were discovered, did not lend an opportunity for multiple site visits from various move vendors that do not possess the subject matter expertise to successfully complete this time-sensitive project.

5. 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.

4/12/17
Date




Ameer M. Abdullah, Sr.
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.

4/13/17
Date



Diane Wooden
Chief Procurement Officer