

**DETERMINATION & FINDINGS FOR MANDATORY SET-ASIDE OF  
CONTRACTS \$250,000.00 OR LESS**

**PO  
588812**

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**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 Capital View Library Moving services on an as needed basis.

**3. ESTIMATED REASONABLE PRICE**

\$13,311.63

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

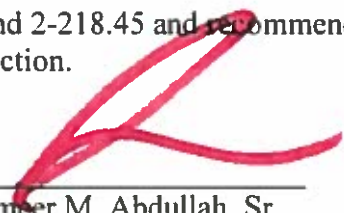
DCPL's Office of Procurement issued a Request for Quote (RFQ) on July 24, 2018 to three (3) Contractors requesting moving services, HH Logistics, Hilldrup and Moving Masters. Hilldrup submitted the lowest responsive and responsible bid. As a result, DCPL issued a purchase order to Hilldrup on August 28, 2018.

**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.

Date

**9/13/18**

  
Amer 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Diane Wooden  
Chief Procurement Officer