

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DISTRICT OF COLUMBIA PUBLIC LIBRARY

FY/19



PO
591614

Office of Procurement

SIMPLIFIED ACQUISITION CONTRACT FILE CHECKLIST

Requisition No: RK101898 **Purchase Order No:** PO591614

Caption: MARKETING TEMP SUPPORT

Program Office: SUBJECT DIVISION

Contact Name: D. WARD **Contact Telephone No:** (202) 741-5800

Contractor Name: MB STAFFING

Contractor Contact: S. BROMN **Contact Telephone:** 202-887-4747

LSDBE Certification No.:

Certification Number: LSDR31052032021

Expiration Date: March 2, 2021

Categories

Local Business Enterprise (LBE)

Disadvantaged Business Enterprise (DBE)

Small Business Enterprise (SBE)

Resident Owned Business (ROB)

M

Preference Points: 12

% of Price Reduction:

LSDBE Certification Exp. Date:

Certification Information

- Tab 1 **BPA/Purchase Order Agreement**
 - Tab 2 **Purchase Order/Requisition**
 - Tab 3 **Quote**
 - Tab 4 **Bid Analysis**
 - Tab 5 **Determination of Sole Source/Emergency**
 - Tab 6 **Determination of Reasonable Price & Award**
 - Tab 7 **Request Quotation/Statement of Work**
 - Tab 8 **List of Potential Bidders**
 - Tab 9 **Federal and DC Excluded Parties List (if applicable)**
 - Tab 10 **Other (Memo to File)**
-

SIMPLIFIED ACQUISITION CONTRACT FILE CHECKLIST

Pursuant to the Simplified Acquisition Contract File Checklist, I hereby certify that all documents checked above are included in this contract file.

Ameer M. Abdullah, Sr.
Contract Specialist (Print)



Signature

10/5/18

Date

Pursuant to the Simplified Acquisition Contract File Checklist, I hereby certify that I have reviewed the file and that all documents checked above are included in this contract file.

Diane Wooden
Chief Procurement Officer



Signature

10/5/18

Date

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DISTRICT OF COLUMBIA PUBLIC LIBRARY
DETERMINATION OF REASONABLE PRICE AND AWARD



DC public library
check it out!

PROGRAM OFFICE: MLK Library – MARKETING
CAPTION: TEMP SUPPORT
REQUISITION NUMBER: RK101898

In accordance with 19 DCMR, Chapter 43, Section 4307, I have determined that the price for this procurement is deemed reasonable based on the box checked below:

- (a) Competition exemption in accordance with DC Official Code Section 2-354.13.
- (b) Non-competitive simplified procurement less than \$10,000.00.
- (c) Comparison of proposed prices received in response to the solicitation.
- (d) Comparison of prior proposed prices and contract prices with current proposed prices for the same or similar items.
- (c) Best value analysis.
- (f) Comparison with competitive published price lists, published market prices of commodities, similar indexes, and discount or rebate arrangements.
- (g) Comparison of proposed prices with independent District cost estimates.
- (h) D.C. Supply Schedule/GSA Contract.

Contract Specialist

Date 10/5/18



***** Electronic Invoicing Purchase Order. Please use <https://vendorportal.dc.gov> to register and submit invoices. *****

Order No : PO591614 -FY19 Office Support Midtown Personnel

Issued on Fri, 05 Oct, 2018

Grantee :
 MIDTOWN PERSONNEL, INC.
 900 7TH STREET, NW
 SUITE 725
 WASHINGTON, DC 20001-
 United States
 Phone: 1202.887.4747
 Fax: 1202.887.4748
 Contact

Recipient Address :
 MLK Library - Marketing and
 Communications
 901 G Street, NW; Room 410
 Washington, DC 20001
 United States

Bill To:
 Please use <https://vendorportal.dc.gov> to register and submit invoices.

Bill To Contact: Accounts Payable
 If used in conjunction with a contract award, purchase order is placed in accordance with all provisions of Contract Number: none
 Requester: Deborah Ward
 Delivery Date: Mon, 1 Oct, 2018
 PR No.: RK101898

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	Office Support for temporary services at K ...		each	36	Mon, 01 Oct, 2018	\$21.18 USD	\$762.48 USD
	Office Support for temporary services at K Street and the Operations Center.						
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
2	Inventory support for storing new purchased ...		each	120	Mon, 01 Oct, 2018	\$21.18 USD	\$2,541.60 USD
	Inventory support for storing new purchased promotional items at the Operations Center and general support responding to promotional items requests.						
Total							\$3,304.08 USD

Comments

- COMMENT by aribasystem on 10/05/2018
 The Contractor shall submit payment requests in electronic format through the DC Vendor Portal vendorportal.dc.gov by selecting the applicable purchase order number which is listed on the Contractors profile. INVOICES FOR QUANTITIES OR AMOUNTS GREATER THAN WHAT IS STATED ON THE PURCHASE ORDER WILL BE REJECTED. FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN DELAYS IN PAYMENT. (aribasystem, Fri, 05 Oct, 2018)
- COMMENT by aribasystem on 10/05/2018
 *****GOVERNMENT OF THE DISTRICT OF COLUMBIA STANDARD CONTRACT PROVISIONS FOR USE WITH THE DISTRICT OF COLUMBIA GOVERNMENT SUPPLY AND SERVICES CONTRACTS (July 2010) ARE HEREBY INCORPORATED BY REFERENCE. WWW.OCP.DC.GOV***** (aribasystem, Fri, 05 Oct, 2018)
- COMMENT by aribasystem on 10/05/2018



Requisition No. RK101898

Issued on Wed, 26 Sep, 2018
 Created on Wed, 26 Sep, 2018 by Deborah Ward

Supplier:
 MIDTOWN PERSONNEL, INC.
 900 7TH STREET, NW
 SUITE 725
 WASHINGTON, DC 20001-
 United States
 Phone: 1202.887.4747
 Fax: 1202.887.4748
 Contact: TANIKA CAPLE

Ship To:
 MLK Library - Marketing and Communications
 901 G Street, NW; Room 410
 Washington, DC 20001
 United States

Bill To:
 DC Public Library - Chief Financial Officer
 901 G Street NW Room 441
 Washington, DC 20001
 United States
 Phone: 1(202) 727-1198

Deliver To:
 Deborah Ward

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	Office Support for temporary services at K ...		each	36	Mon, 01 Oct, 2018	\$21.18 USD	\$762.48 USD
Office Support for temporary services at K Street and the Operations Center.							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
2	Inventory support for storing new purchased ...		each	120	Mon, 01 Oct, 2018	\$21.18 USD	\$2,541.60 USD
Inventory support for storing new purchased promotional items at the Operations Center and general support responding to promotional items requests.							
Total							\$3,304.08 USD

Status: Ordered

Approvals					
Required	Status	Reason	Approver	Approved By	Date
Required	Approved	Funds must be secured.	Funds Commit	Funds Commit	Thu, 27 Sep, 2018
Required	Approved	Supervisor	Joilette Mecks	Joilette Mecks	Tue, 02 Oct, 2018
Required	Approved	Budget responsible manager to approve purchases against their budget	CE0 Budget Responsible Manager	Rosemarie Pacana	Thu, 27 Sep, 2018



MIDTOWN PERSONNEL, INC.TM
GOVERNMENT SUPPORT SERVICES

September 26, 2018

Thank you for the opportunity to be of service to *DC Public Library*. Below, please find Midtown Personnel's price submission for your temporary services requirement.

Description	Unit	Unit Price	Projected Total
<i>Part-Time Assistant</i>	<i>Hourly - 36 hours</i>	<i>\$21.18/hr</i>	<i>\$762.48</i>
<i>Assistant</i>	<i>Hourly - 120 hours</i>	<i>\$21.18/hr</i>	<i>\$2,541.60</i>
	<i>Total</i>		<i>\$3,304.08</i>

Additional information on Midtown Personnel:

Tax I.D. Number: **52-1645512**
DUNS Number: **793586405**
Cage Code: **3E9C2**
DCSS: **DCSS-2006-R-91630-00**
Business Size: **Small Business, Woman Owned, CBE**
Business Address: **1130 Connecticut Ave, NW**
Suite 1101
Washington, DC 20036
Point of Contact: **Ward Howick**
Telephone: **202-887-4747**
Fax: **202-887-4748**

Sincerely,

Ward Howick
Senior Vice President



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Mayor Muriel Bowser

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Excluded Parties List

Pursuant to the DC Code § 2-359.07, the District of Columbia may debar or suspend contractors from consideration for award of contracts or subcontracts. This Excluded Parties List categorizes parties that have been suspended or debarred by the Chief Procurement Officer. While they are debarred or suspended, the District will not solicit offers from, award contracts to, renew, or otherwise extend contracts with, or consent to subcontracts with entities or individuals that appear on the Excluded Parties List. For questions regarding the

Past Excluded Parties List

Excluded Parties List by Individual

Name of Individual	Principal Address	Action Date	Termination Date
Acar, Yusuf	Washington, DC 20008-1005	May 28, 2009 and June 14, 2010	May 27, 2012
Akinleye, Monreti	3613 Georgia Avenue, NW; Washington, DC 20010	March 22, 2005	March 21, 2008
Akinleye, Olushola	3613 Georgia Avenue, NW; Washington, DC 20010	March 22, 2005	March 21, 2008
Bansal, Sushil	900 17th Street, NW; Suite 900 Washington, DC 20006	May 28, 2009 and August 18, 2010	May 27, 2012
Chambers, Robert X.	20 Queen Street Cape May, NJ 08204-1624	February 6, 2008	February 5, 2011
Gregorio, Florentino	711-A Edgewood Street, NW; Washington, DC 20017	November 28, 2000	February 13, 2003
Gregorio, Florentino	711-A Edgewood Street, NW; Washington, DC 20017	July 7, 2003	October 6, 2003
Gregorio, Florentino	711-A Edgewood Street, NW; Washington, DC 20017	February 12, 2004	August 27, 2004
Izzard, John Ervin	115 Blackbird Hill Lane Laurel, MD 20724	March 22, 2005	March 21, 2007
James, Akiuber Ndoromo: aka "Akube Wuromori Ndoromo"	3636 16th Street, NW; Apt # B1235 Washington, DC 20010-8144	February 6, 2008	February 5, 2011
Jeffrey L. Jones	2925 O Street, SE; Washington DC 20020	March 22, 2005	March 21, 2008
Sonja Mattress	4274 Foote Street NE; Unit 3 Washington, DC 20019	May 11, 2015	May 11, 2016
Mir, Sarosh	900 17th Street, NW; Suite 910 Washington, DC 20006	May 10, 2010	May 9, 2013
Postell, Kenneth D.	400 5th Street, NW; Washington, DC 20001-2719	February 6, 2008	June 6, 2008
Rodriguez, Jose	2237 33rd Street, NE; Washington, DC 20118	April 25, 2003	October 25, 2003
Shrensky, Lewis	2237 33rd Street, NE; Washington, DC 20118	April 25, 2003	October 25, 2003
Villegas, Fernando J.	1250 Eye Street, Suite 503 Washington, DC 20005	March 22, 2005	March 21, 2008
Wallace, Mark	1101 Pennsylvania Avenue, NW, Washington DC 20004	November 26, 2010	November 25, 2013
Young, Leonard H.	7003 Tarquin Avenue Temple Hills, MD 20748	February 6, 2008	February 5, 2011

Excluded Parties List by Company

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Present Excluded Parties List

This Excluded Parties List categorizes parties that have been suspended or debarred by the Chief Procurement Officer. While they are debarred or suspended, the District will not solicit offers from, award contracts to, renew, or otherwise extend contracts with, or consent to subcontracts with entities or individuals that appear on the Excluded Parties List.

Excluded Parties List by Individual

Name of Individual	Principal Address	Action Date	Termination Date
Acar, Yusuf	Washington, DC 20008-1005	May 28, 2009	Pending Final Determination
Bansal, Sushil	900 17th Street, NW, Suite 900 Washington, DC 20006	May 28, 2009	Pending Final Determination
Chambers, Robert X.	20 Queen Street Cape May, NJ 08204-1624	February 6, 2008	February 5, 2011
James, Akiuber Ndoromo aka "Akube Wuromori Ndoromo"	3636 16th Street NW, Apt # B1235 Washington, DC 20010-8144	February 6, 2008	February 5, 2011
Young, Leonard H.	Tarquin Avenue Temple Hills, MD 20748	February 6, 2008	February 5, 2011

Excluded Parties List by Company

Name of Company	Principal Address	Principals	Action Date	Termination Date
Advanced Integrated Technologies Corporation	900 17th Street, NW, Suite 900 Washington, DC 20006	Sushil Bansal, President and Chief Executive Officer	May 28, 2009	Pending Final Determination
Chambers & Sons Flooring Inc.	323 E King Street Malvern, PA 19355	Robert X. Chambers	February 6, 2008	February 5, 2011
Innovative IT Solutions, Inc.	900 17th Street, NW, Suite 910 Washington, DC 20006	Sushil Bansal, President and Chief Executive Officer	May 28, 2009	Pending Final Determination
Voice of Social Concern Inc.	3636 16th Street NW, Apt # B1235 Washington, DC 20010-8144	Akiuber Ndoromo James aka "Akube Wuromori Ndoromo"	February 6, 2008	February 5, 2011
Young Star Tours	7003 Tarquin Avenue Temple Hills, MD 20748	Leonard H. Young	February 6, 2008	February 5, 2011
Young Transportation	7003 Tarquin Avenue Temple Hills, MD 20748	Leonard H. Young	February 6, 2008	February 5, 2011

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Login.gov FAQs

ALERT - June 11, 2018: Entities registering in SAM must submit a notarized letter appointing their authorized Entity Administrator. Read our updated FAQs to learn more about changes to the notarized letter review process and other system improvements.

ALERT - Users who previously bookmarked this site will need to update their bookmark on November 5, 2018. Users may continue to navigate directly to sam.gov, only the bookmarked url will be affected.

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Midtown Personnel, Inc.

1130 Connecticut Ave NW Ste 1101
Washington, DC, 20036-3904 ,
UNITED STATES

DUNS: 793586405 CAGE Code: 3E9C2
Status: Active

Expiration Date: 01/24/2019
Purpose of Registration: All Awards

Entity Overview

Entity Registration Summary

Name: Midtown Personnel, Inc.
Doing Business As: Midtown Group, The
Business Type: Business or Organization
Last Updated By: Tasha Manzano
Registration Status: Active
Activation Date: 01/24/2018
Expiration Date: 01/24/2019

Exclusion Summary

Active Exclusion Records? No



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