

**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 a need for “day porter services” at its’ public facing swing space the Library Express, located at 1990 K Street, NW from March through September 30, 2018. The need exists due to the high volume of patrons that visit the Library each day and the demand on the building “shared restrooms”.

3. ESTIMATED REASONABLE PRICE:

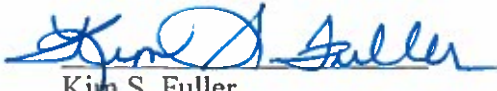
\$17,710.00

4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

- A. The Martin Luther King Jr. Memorial Library closed for renovation in March 2017, and some of the administrative public services were relocated to leased space at 1990 K Street, NW. The building is owned by The Bernstein Companies (“Owner”).
- B. The Library Express, located on the first floor of the building, opened to the public in May 2017. This Library is opened to the public Monday through Thursday from 8:00 a.m. to 8:30 p.m. and Friday and Saturday from 8:00 a.m. – through 5:30 p.m.
- C. Cleaning services at 1990 K Street are provided by the Owners exclusive cleaning services provider Executive Maintenance, Inc. as part of the DCPL lease agreement. The services are provided daily for four (4) hours per day. Additional cleaning services are needed due to the high volume of patrons that visit the Library Express each day and the demand on the “shared restrooms”. Failure to provide these services will impact on the health and welfare of DCPL staff and the general public and in addition, jeopardizes DCPL’s lease agreement as numerous complaints have been registered with the Owner by a neighboring tenant.
- D. The Bernstein Companies does not allow third party vendors to provide cleaning services at 1990 K Street. Therefore, DCPL must contract with The Bernstein Companies for additional cleaning services.

5. CERTIFICATION BY THE PROGRAM OFFICE:

I hereby certify that the above facts are accurate and complete.

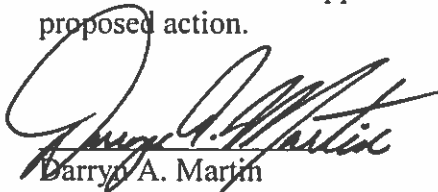


Kim S. Fuller
Director
Department of Facilities Management

3/1/18
Date

6. CERTIFICATION BY THE CONTRACT SPECIALIST:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority, I certify that the notice of intent to award a sole source procurement action was not published in accordance with DCPL Procurement Regulation Title 19 DCMR, Chapter 43, Section 4320.2, as the procurement action is less than \$100,000. I recommend that the DCPL Chief Procurement Officer approve the use of the sole source method of procurement for this proposed action.

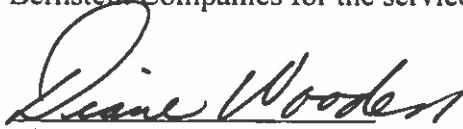


Darryn A. Martin
Contract Specialist

3/1/2018
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 this sole source action to The Bernstein Companies for the services described herein is in the best interest of DCPL.



Diane Wooden
DC Public Library
Chief Procurement Officer

3/1/18
Date