

**DETERMINATION AND FINDINGS FOR A
SOLE SOURCE PROCUREMENT
EMERGENCY**

FINDINGS

1. Authorization

19 DCMR § 4320.7.

2. Minimum Need:

The District of Columbia Public Library has a minimum need for Elevator Services and Repairs.

3. Estimated Reasonable Cost:

\$30,000.00

4. Facts Which Justify A Sole Source Procurement:

- A. Century Elevator has been providing maintenance and making inspection repairs as required by DCRA. In order to maintain consistency and to keep DCPL elevators running and buildings open it is recommended to continue with Century until a new contract is in place.
- B. Having Century Elevator as the elevator contractor will give the library the necessary time to advertise and solicit for a long term contract.
- C. It is for these reasons outlined herein that a sole source contract is recommended for award to Century Elevator Services.

5. Certification By the Contract Specialist:

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

Contract Specialist

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 a sole source contract for the services described herein is in the best interest of the D.C. Public Library.

Contracting Officer

Date