

## DETERMINATION AND FINDINGS

### FOR SOLE SOURCE PROCUREMENT

#### FINDINGS

1. **Authorization:**

19 DCMR § 4320.7.

2. **Minimum Need:**

The District of Columbia Public Library has a need for parts for existing Spacesaver shelving at the Anacostia, Bellevue, Francis Gregory Neighborhood Libraries, as follows:

- Anacostia: Base shelf to replace a missing one.
- Bellevue: Backs for shelving units in the L1 Staff Workroom by an exterior window.
- Francis Gregory: Tops and sides for shelving units in the LL Staff Workroom that were not ordered in original installation.

3. **Estimated Fair and Reasonable Price:**

\$3,548.00

4. **Facts That Justify a Sole Source Procurement:**

- A. The District of Columbia Public Library has selected Spacesaver as the preferred standard shelving manufacturer for all future library projects. Spacesaver has a proven track record of providing dependable, long lasting and environmentally friendly library shelving systems.
- B. The District of Columbia Public Library System has established a material shelving standard for (books, DCs, DVDs, etc) as part of its major neighborhood Library transformation initiative. This standard, which is outlined below, was established by DCPL Capital Construction personnel and DCPL Neighborhood Library personnel, these individuals have over 40-years of experience in library services. In an effective and efficient library system certain furnishings should be standardized to allow for maximum flexibility between numerous branch locations. The shelving systems are the most important system to be standardized.

C. The shelving parts on this order are to be used in the exiting Spacesaver shelving at the Anacostia, Francis Gregory and Bellevue Neighborhood Libraries.

D. DC Public Library Standard Shelving Standards

All new shelving will meet the following requirements:

General:

- Cantilever Library Shelving
- Millwork end panels
- Canopy tops (millwork) on shelving 66" high and lower
- No canopy tops on higher shelves
- One standard, neutral color shelving for all branches – color TBD
- Some shelving may require its own lighting, depending on location and height of the ceiling.
- Books will be on regular shelving: no atlas or dictionary stands, no special deep shelving for oversize books, etc.

Shelving Size:

- Depth
  - 9" shelves for books
- Shelf Length
  - All shelves are 3' long (standard)
- Heights
  - 42" (for Children's Picture Books, for some free standing display units in Adult & Children's, along low walls or underneath windows, etc.)
  - 66" (for Children's Fiction & Non-Fiction, some free-standing display units in Adult Area, etc.)
  - 78" for most free-standing adult stacks
  - 84" for most perimeter stacks (even in Children's and Teen Areas)
    - Note that high perimeter shelving in the Children's and Teen Area will have fabric backing to allow for the posting of materials.
- Low (1" to 2") integral backs on all flat shelves unless noted otherwise
- Row Length
  - Generally free-standing rows are no longer than 21" (7-3' units)
  - Generally free-standing rows are no shorter than 9' (3-3' units)
  - Exceptions may be made when low shelving is used to divide one space from another; for example, to divide the Children's Area from the Adult Area.

Shelf Types

- Bottom shelf on all ranges is a slanted shelf

- Slotted shelves for some collections (such as: Children’s picture books; paperbacks; “giveaways,” i.e., pamphlets for the public; etc.)
- Some zigzag shelves (some with a delta—wedge—to tip them back a bit) for displays or special areas or placed strategically throughout a collection.
- Some slant Display Shelving (periodical-type shelves but not hinged) placed strategically throughout a collection.
- Media bag hangers that fit into regular shelving units and are generally used for Children’s Mixed Media Kits (CD & Book) and some Language Kits (CD & Book).
- Paperbacks may be on spinners which are incorporated into regular shelving units, or paperbacks may be shelved on regular (9”) shelves with an insert along the whole length of the back of the shelf.
- Quantities of the special shelving types are to be determined based on the specific collections.

#### Specialty Shelving

- Children’s Room
  - Picture Books will be shelved in Picture Book Bins that are generally two sided millwork items with shelves for spine-out on the bottom and browsing bins on the top.
  - If additional space is needed for Picture Books, they may be shelved on 42” high shelving with slotted shelves using 3 dividers per shelf. They may be configured as a double-side free-standing row, and the row of shelving can be used to separate the Adult Area from the Children’s Room.
- Perimeter wall shelving will be 84” (same as in the Adult Area) but with a tackable surface behind it. In the area for age 0 to 5, there will be three rows of shelving starting at the floor for the regular collection; above that the tackable surface can be used for posters, notices, children’s art, etc. A shelf can be inserted on the uprights in front of the tackable surface when needed to display books relating to the posted items.
- Periodical Shelving
  - Hinged Periodical Shelf with flat shelf underneath; the bottom of the unit shelf may be used for back issues in periodical boxes, depending upon the size of the back issue collection.
  - Shelving for face-out newspapers on Hinged Periodical Shelf with Plexiglas covers may be used.
- CD & DVD Browser Boxes
  - Use single-tiered 12” deep browser boxes on 42” high shelving

#### Bookends

- Use “integral low-back” dividers (bookends that clamp onto the low back of the shelf—currently being successfully used in DCPL Interim Libraries)

E. Based on these requirements DCPL made a professional determination that Spacesaver meets and exceeds the requirements set forth. Spacesaver has a proven track record of providing shelving systems at libraries and has solid past experience of providing shelving systems for libraries in the Greater Washington Metropolitan Area (Montgomery Co, MD and Fairfax Co. VA).

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