

INTENT TO AWARD SOLE SOURCE CONTRACT

Title	ZSK 12-Needle Sprint Convertible Embroidery Machine
Notice Date	July 8, 2019
Response Due Date	July 18, 2019
Reference Number	PO-GF-2019-C-0086-BI
Contract Description	The University of the District of Columbia- Office of the Dean Community College has a need for a vendor to supply a Convertible Embroidery Machine for their Program.
Vendor Name	Notcina Corporation dba ZSK Machine
Point of Contact	<p>Benyi Inyama Management Analyst binyama@udc.edu</p> <p>NOTE: The notice will be published in a newspaper of general circulation for one day and on the UDC website (https://www.udc.edu/solicitations/) for 10 days after.</p>

**DETERMINATION & FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

REQUISITION NO.: R0013566
CAPTION: 12-Needle Sprint Convertible Embroidery Machine
PROPOSED CONTRACTOR: Notcina Corporation dba ZSK Machine
PROGRAM AGENCY: University of the District of Columbia CC Office of the Dean

1. AUTHORIZATION

DC Official Code Section § 2-354.04: Title 8(b), DCMR Chapter 30 § 3019, 3019.1, 3019.4 and 3019.5

2. MINIMUM NEED

The University of the District of Columbia- Civil Engineering has a minimal need for a vendor to supply an embroidery Machine for their program.

3. ESTIMATED REASONABLE PRICE

\$20,915.33

4. FACTS WHICH JUSTIFY AWARD FOR SOLE SOURCE PROCUREMENT

- a. Pursuant to DC Code 2-354.04 and 8 DCMR Chapter 30, Section 3019, a contract may be awarded through noncompetitive negotiations when there is only one source for the required good or service.
- b. Notcina Corporation is the national importer and the direct seller for ZSK machines in the United States of America.
- c. It is in the best interest of the University to procure this equipment from Notcina Corporation based on research and the estimated price is deemed fair and reasonable.

5. CERTIFICATION BY THE CONTRACT SPECIALIST

I have reviewed the above findings and certify that they are sufficient to justify the procurement of testing materials used under the cited statutory authority and recommend that the Chief Contracting Officer approve this proposed action.

7/8/19

Date

Benyi Inyama

Benyi Inyama
Management Analyst

DETERMINATION

Based on the above findings and in accordance with DC Official Code Section § 2-354.13(4): Title 8(b), DCMR Chapter 30 § 3019, 3019.1, 3019.4 and 3019.5. I hereby determine that the above sports equipment described herein should be procured from Notcina Corporation dba ZSK Machine. It is further determined that the cost to the Community College of the Dean-Fashion program related to this purchase is in the best interest of the University, and the cost is fair and reasonable.

7/8/2019

Date

Mary A. Harris/Eddie Whitaker

Mary A. Harris/Eddie Whitaker
Chief/Contracting Officer