



## Small Business Development Division Project Worksheet

**Project/Contract Title:** LEASE OF DIGITAL MICROFORM SCANNERS AND LASER PRINTERS **Received Date:** 10/25/2012  
**Project/Contract No:** RQPE1200009 **Funding Source:**  
**Department:** DEPARTMENT OF SMALL BUSINESS DEVELOP PROPRIETARY  
**Estimated Cost of Project/Bid:** \$100,000.00 **Resubmittal Date(s):**  
**Description of Project/Bid:** The purpose of this solicitation is to establish a contract for the Department of Regulatory and Economic Resources for the lease of five (5) digital microform scanners and five (5) laser printers, and full coverage maintenance and support services.

Contract Measures Recommendation		
Measure	Program	Goal Percent
Bid Preference	SBE	

Reasons for Recommendation
BID PREFERENCE  This project meets all the criteria set forth in I.O.# 3-41  The three (3) SBE firms certified in the required Commodity Codes were polled; none responded in the affirmative.  Commodity Code: 575-Microfiche And Microfilm Equipment, Accessorie; 57551-Microfiche And Microfilm Equipment (Not Otherwise Classified); 57572-Reader, Microfiche And Microfilm; 57576-Reader/Printer, Microfiche And Microfilm (Including Parts And Options); 98555-Microfiche/Microfilm Equipment And Accessory Rental Or Lease

Analysis for Recommendation of a Goal				
Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
<b>Total</b>				

**Living Wages:** YES  NO 
  
**Responsible Wages:** YES  NO

*Responsible Wages and Benefits applies to all construction projects over \$100,000 that do not utilize federal fund. For federally funded projects, unless prohibited by federal or state law or disallowed by a governmental funding source, the HIGHER wage between Davis Bacon and Responsible Wages and Benefits shall apply.*

REVIEW RECOMMENDATION			
Tier 1 Set Aside _____	Tier 2 Set Aside _____		
Set Aside _____	Level 1 _____	Level 2 _____	Level 3 _____
Trade Set Aside (MCC) _____	Goal _____	Bid Preference <input checked="" type="checkbox"/>	
No Measure _____	Deferred _____	Selection Factor _____	
CWP _____	SBD Director		Date