



Small Business Development Division Project Worksheet

Project/Contract Title: GROUNDS MAINTENANCE
Project/Contract No: 9743-24 (9743-0/23)
Department: INTERNAL SERVICES
Estimated Cost of Project/Bid: \$250,000.00

Received Date: 08/02/2016
Funding Source:
 GENERAL FUNDS/FEDERAL
 FUND/STA

Resubmittal Date(s):

Description of Project/Bid: The purpose of this RFQ is to establish a contract to purchase scheduled grounds maintenance for multiple properties owned by ISD. The scope of work consists of turf mowing, trimming and edging, pruning trees, bushes, vines and shrubs, clean-up, and clean yard trash pickup and disposal. Services shall be performed in a thorough and skillful manner with the highest professional grounds maintenance standards and horticulture techniques.

Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Set Aside		100.00%

Reasons for Recommendation

An analysis of the factors contained in the project package, as well as, an analysis of implementing Order 3-41 and the Verification to Bid process indicates a SBE-GS Set Aside is appropriate for this project. Verifications of Availability to Bid Letters were sent to the thirty (30) firms certified in the required Commodity Codes and four (12) of them responded as being able to meet the project's requirements.

Commodity Code: 98836-Grounds Maintenance: Mowing, Edging, Plant (Not Tree) Trimming, Etc.; 98852-Landscaping (Including Design, Fertilizing, Planting, Etc.. But Not Grounds Maintenance Or Tree Trimming Services)

Small Business Contract Measure Recommendation

Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
Grounds Maintenance: Mowing, Edging, Plant (Not Tree) Trimming, etc.			100.00%	

Total

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 _____
No Measure _____	Deferred _____
	Selection Factor _____
CWP _____	 SBD Director
	8/8/16 Date