Small Business Development Division

Micrographic Services

Project Worksheet

Project/Contract Title: MICROGRAPHIC SERVICES
Project/Contract No: RQET1700018
Funding Source: INFORMATION TECHNOLOGY DEPARTMENT INTERNAL SERVICES FUND

Estimated Cost of Project/Bid: $373,200.00

Description of Project/Bid: The purpose of this solicitation is to establish a contract with a primary and secondary bidder for Micrographic Services as identified by the Information Technology Department (ITD) on an as needed basis. The bidder(s) will receive electronic files through a File Transfer Protocol (FTP) transmittal and will convert the images to 16 millimeter (MM) microfilm, 10/32MM microfiche, and CD-ROM.

Contract Measures Recommendation

<table>
<thead>
<tr>
<th>Measure</th>
<th>Program</th>
<th>Goal Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Preference</td>
<td>SBE/GS</td>
<td></td>
</tr>
</tbody>
</table>

Reasons for Recommendation
The estimated value of contract RQET1700018 is $373,200.00 with a contract term for two (2) years with a three (3) one (1) year options to renew. 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 Bid Preference is appropriate for this contract due to the unavailability of SBE firms to meet the project’s requirements.

There are no certified SBE firms in the applicable commodity code.

Commodity Code: 91568-Microfiche/Microfilming Services

Small Business Contract Measure Recommendation

<table>
<thead>
<tr>
<th>Subtrade</th>
<th>Cat.</th>
<th>Estimated Value</th>
<th>% of Items to Base Bid</th>
<th>Availability</th>
</tr>
</thead>
</table>

Total

Living Wages: YES ☑ NO ☐ X
Responsibility Wages: YES ☑ NO ☐ X

Responsible Wages and Benefits applies to all construction projects over $100,000 that do not utilize federal funds. 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

Set Aside Level 1
Trade Set Aside (MCC)
No Measure CWP

Tier 2 Set Aside

Level 2 Level 3
Goal Bid Preference Deferred Selection Factor

SBD Director 6-13-17

Received Date: 06/08/2017
Resubmittal Date(s):