**Small Business Development Division**  
*Project Worksheet*

**Project/Contract Title:** ANNIVERSARY, BIRTHDAY AND WELCOME CARDS WITH ENVELOPE  
**Project/Contract No:** AAA-3-2-18-B  
**Department:** AMERICAN AIRLINES ARENA  
**Estimated Cost of Project/Bid:** $0.00  
**Description of Project/Bid:** ANNIVERSARY, BIRTHDAY AND WELCOME CARDS WITH ENVELOPE  

**Received Date:** 03/02/2018  
**Funding Source:**  

**Measure** | **Program** | **Goal Percent**
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No Measure | SBE/GS |  

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An analysis of the factors contained in implementing Order 3-41, as well as an analysis of the project package, indicates a No Measure is appropriate for this project. There are eighteen (18) SBE certified firms under the commodities codes below, however none of them responded as being able to satisfy the contract's requirements.

**Commodity Code:**
- 03700-Amusement, Decorations, Entertainment, Gifts, Toys, Etc.;
- 03723-Cards, Greeting (Including Recycled Types);
- 31030-Envelopes, Plain, Stock Sizes;
- 31060-Envelopes, Recycled Paper;
- 96611-Card Printing: Tab, Post, Form, Etc.

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**Subtrade** | **Cat.** | **Estimated Value** | **% of Items to Base Bid** | **Availability**
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SBE/GS |  

**Total** |  

**Living Wages:** YES [ ] NO [x]  
**Responsible 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.

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**Tier 1 Set Aside** | **Tier 2 Set Aside**
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Set Aside | Level 1 | Level 2 | Level 3
Trade Set Aside (MCC) | Goal | Bid Preference
No Measure | Deferred | Selection Factor
CWP |  

**SBD Director**  
**Date:** 3-7-18