



Small Business Development Division Project Worksheet

Project/Contract Title: DECORATIONS AND WELCOME GIFTS

Project/Contract No: AAA-03-25-2015-2

Department: AMERICAN AIRLINES ARENA

Estimated Cost of Project/Bid: \$10,000.00

Received Date: 03/25/2015

Funding Source:

PRIVATE

Resubmittal Date(s):

Description of Project/Bid: To establish a contract to provide 40 center pieces, stage decorations, reception table decorations and welcome gifts for 400 attendees, all in the theme of the "Great Gatsby".

Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
No Measure	SBE	

Reasons for Recommendation

An analysis of the goods & services required for this contract, as well as the Verification of Availability to Propose process revealed insufficient availability. Verification of Availability to Propose letters were sent to six (6) certified Small Business Enterprise - Goods & Service firms, however only one (1) firm responded as being able to satisfy the contract's requirements.

Commodity Code: 03700-Amusement, Decorations, Entertainment, Gifts, Toys, Etc.; 03734-Decorations: Christmas, Party, Etc.; 03735-Decorative Household Or Office Items (Not Otherwise Classified); 03743-Gifts; 03752-Novelties And Advertising Specialty Products; 03763-Recycled Decorations, Games And Toys; 03764-Replicas: Food, Fruit, Etc.; 03778-Souvenirs: Promotional, Advertising, Etc.

Small Business Contract Measure Recommendation

<u>Subtrade</u>	<u>Cat.</u>	<u>Estimated Value</u>	<u>% of Items to Base Bid</u>	<u>Availability</u>
Novelties and Advertising Specialty Products	SBE			


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 _____	
	3/31/15
SBD Director	Date