Small Business Development Division

Project Worksheet

Project/Contract Title: PRINTING SERVICES AND OPTIONAL MAILING SERVICES FOR PA
Project/Contract No: PA-EPP-RFP 0114-2-OTR
Received Date: 05/05/2014
Department: PROPERTY APPRAISAL DEPARTMENT
Funding Source: GENERAL FUND

Description of Project/Bid: To establish a contract for printing services for the Property Appraiser Office (PA) for all mailings issued by the PA.

Estimated Cost of Project/Bid: $250,000.00

Contract Measures Recommendation

<table>
<thead>
<tr>
<th>Measure</th>
<th>Program</th>
<th>Goal Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection Factor</td>
<td>SBE</td>
<td></td>
</tr>
</tbody>
</table>

Reasons for Recommendation

SELECTION FACTOR

This project meets all the criteria set forth in I.O. # 3-41.

The seven (7) SBE firms certified in the required Commodity Codes were polled, (inclusive of the following requirements: three (3) previous projects of a similar scope (along with mailing), the specialized scopes of services and all minimum and special requirements); three responded in the affirmative, one as not interested. A secondary poll via phone calls confirmed that only one (1) SBE firm is able to satisfy both the printing and mailing components.

Commodity Code: 96214-Blue Printing Services: Blue Prints, Blue Line, Large Engineering

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]
Responsible Wages: YES [ ] NO [X]

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 [ ]
CWP [ ]

SBD Director [Signature] 5/6/14
Date