Project/Contract Title: OFFICE SUPPLIES AND RELATED PRODUCTS
Project/Contract No: RFP 00021
Department: INTERNAL SERVICES DEPARTMENT
Estimated Cost of Project/Bid: $25,000,000.00
Description of Project/Bid: To establish a contract with one vendor to provide a comprehensive program that will include a web-based ordering system and desktop delivery for the purchase of office supplies and related items for all departments.

Received Date: 08/01/2014
Resubmittal Date(s): 07/03/2014

Contract Measures Recommendation

<table>
<thead>
<tr>
<th>Measure</th>
<th>Program</th>
<th>Goal Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Measure</td>
<td>SBE</td>
<td></td>
</tr>
</tbody>
</table>

Reasons for Recommendation

NO MEASURE - Federal Funds will be part of the Funding Source.

There are fifteen (15) SBE firms that are certified in the required Commodity Codes.

Commodity Code: 615-Office Supplies, General; 61500-Office Supplies, General

Small Business Contract Measure Recommendation

<table>
<thead>
<tr>
<th>Subtrade</th>
<th>Cat.</th>
<th>Estimated Value to Base Bid</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 8/4/14

Date