



# Small Business Development Division Project Worksheet

**Project/Contract Title:** OPEX EQUIPMENT MAINTENANCE AGREEMENT  
**Project/Contract No:** RQFN1300002  
**Department:** FINANCE DEPARTMENT  
**Estimated Cost of Project/Bid:** \$88,160.00  
**Description of Project/Bid:** To establish a contract for the Tax Collector's Office to obtain maintenance services for its Opex equipment.

**Received Date:** 04/01/2013  
**Funding Source:** GENERAL FUND  
**Resubmittal Date(s):**

Contract Measures Recommendation		
<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
No Measure	SBE	

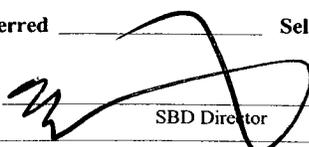
Reasons for Recommendation
NO MEASURE - SOLE SOURCE  There are thirteen (SBE) firms certified in the required Commodity Codes.  Commodity Code: 600-Office Machines, Equipment, And Accessorie; 60000-Office Machines, Equipment, And Accessories

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>
<b>Total</b>				

**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		Date _____