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

<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 - 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

<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>

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 ____________________________ Selection Factor ____________________________

CWP ____________________________

SBD Director ____________________________ Date ____________________________