



Small Business Development Division Project Worksheet

Project/Contract Title: PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL
REMINDERS AND PARKING
Project/Contract No: RQFN1300004
Department: FINANCE DEPARTMENT
Estimated Cost of Project/Bid: \$450,000.00
Description of Project/Bid: To establish a contract for the printing and mailing auto/vessel, mobile homes, parking permit, and tag registration renewal reminder notices as utilized by Finance Department's, Tax Collection Division (Miami-Dade County).

Received Date: 06/11/2013

Funding Source:
PROPRIETARY

Resubmittal Date(s):

Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Bid Preference	SBE	

Reasons for Recommendation

BID PREFERENCE

Attempts were made at establishing a SBE Set-Aside for this contract; as such the twenty (20) SBE firms certified in the required Commodity Codes were polled; none responded. An additional phone poll was conducted, which confirmed that none were able to completely satisfy the scopes of services, utilizing their own forces, (i.e. covering both the mailing and printing requirements).

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

Commodity Code: 91558-Mailing Services (Incl. Collating, Packaging, Sorting And Delivery); 91559-Mail Services, Express; 965-Printing Preparations: Etching, Photoengra; 96500-Printing Preparations: Etching, Photoengraving, And Preparation Of Mats, Negatives And Plates; 966-Printing, Publishing, Silk Screening Production; 96600-Printing And Typesetting Services

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>
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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.



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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

6/24/13
Date