Small Business Development Division

Project Worksheet

Project/Contract Title: 1099 Forms
Project/Contract No: RQFN1800004
Received Date: 10/23/2018
Department: Internal Services
Funding Source:

Estimated Cost of Project/Bid: $108,000.00

Description of Project/Bid: The purpose of this new solicitation is for the processing, printing and mailing of 1099 IRS forms for the Finance Department.

<table>
<thead>
<tr>
<th>Measure</th>
<th>Program</th>
<th>Goal Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Preference</td>
<td>SBE/GS</td>
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An analysis of the factors contained in Implementing Order 3-41, as well as, an analysis of the project package indicates a Bid Preference is appropriate for this project.

There are five (5) SBE certified firms under this commodity code, however none of them were able to meet the project requirements.

NIGP 96636 Forms Printing, Not Continuous

Living Wages: YES ☐ NO X Highway: YES ☐ NO X Heavy Construction: YES ☐ NO X

Responsible Wages: YES ☐ NO X Building: YES ☐ NO X

County Mayor (Aviation Only)  
Date

SBE Director  
Date