



Small Business Development Division
Project Worksheet

Project/Contract Title: BUSINESS CARDS
Project/Contract No: RQFR1400008
Department: INTERNAL SERVICES DEPARTMENT
Estimated Cost of Project/Bid: \$75,000.00
Description of Project/Bid: To establish a contract for the purchase of business cards for various County Departments
Received Date: 06/12/2014
Funding Source: GENERAL
Resubmittal Date(s):

Table with 3 columns: Measure, Program, Goal Percent. Row 1: Set Aside, SBE, 100.00%

Reasons for Recommendation
SBE SET-ASIDE
This project meets all the criteria set forth in I.O. #3-41
The six (6) SBE/Micro SBE firms certified in the required Commodity Codes were polled; sufficient responses supports the established SBE Set-aside.
Commodity Code: 96611-Card Printing: Tab, Post, Form, Etc.; 96655-Numbering Services, Printing

Table with 5 columns: Subtrade, Cat., Estimated Value, % of Items to Base Bid, Availability. Row 1: SBE, \$75,000.00, 100.00%, 3. Total: \$75,000.00

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 signature, Date 6/20/14