Small Business Development Division
Project Worksheet

Project/Contract Title: CONFIRMATION PURCHASE OF T-SHIRTS
Project/Contract No: RQGI1600001
Department: COMMUNITY INFORMATION AND OUTREACH
Estimated Cost of Project/Bid: $1,017.00

Received Date: 10/29/2015
Funding Source: GENERAL FUNDS

Description of Project/Bid: To establish a contract for the unauthorized purchase of 225 t-shirts in various sizes by Communications Department.

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/GS</td>
<td></td>
</tr>
</tbody>
</table>

Reasons for Recommendation

NO MEASURE - CONFIRMATION PURCHASE
This is a Confirmation Purchase: Global Trading, Inc. will provide future T-shirt orders for various campaigns.
As of 11/02/2015 there are no SBE/G&S firms certified in the required commodity code (200-56).

Commodity Code: 20056-Recycled Clothing

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>
</tr>
</thead>
<tbody>
<tr>
<td>Recycled Clothing</td>
<td>SBE/GS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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
CWP ____________________________

Selection Factor 11/3/15

S&D Director Date

DBDR0090 v.20150402