



## Small Business Development Division Project Worksheet

**Project/Contract Title:** LEASE OF DIGITAL MONOCHROMATIC PRODUCTION PRINTING MACHINES, HARDWARE, SOFTWARE, AND MAINTENANCE SUPPORT SERVICES  
**Project/Contract No:** RQID1300116  
**Department:** INTERNAL SERVICES  
**Estimated Cost of Project/Bid:** \$950,000.00

**Received Date:** 05/17/2013

**Funding Source:**  
INTERNAL

**Resubmittal Date(s):**

**Description of Project/Bid:** To establish a contract for the Fair Market Value Lease of two (2) digital monochromatic production printing machines, associated hardware, software, and maintenance support services; trade-in of three (3) existing production printing machines is also included in this solicitation.

### Contract Measures Recommendation

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

### Reasons for Recommendation

BID PREFERENCE.

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

There is one (1) SBE firm certified in Commodity Code 98526.

Commodity Code: 93927-Copy Machine Maintenance And Repair; 98526-Copy Machine, Plain Paper Type (Including Cost-Per-Copy Type Leases) Rental Or Lease; 98559-Office Machines, Equipment, And Accessories Rental Or Lease (Not Otherwise Classified)

### 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.*

### 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**

*V. Clark*  
SBD Director

5/22/13  
Date