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

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

<table>
<thead>
<tr>
<th>Measure</th>
<th>Program</th>
<th>Goal Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Preference</td>
<td>SBE</td>
<td></td>
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</tbody>
</table>

Reasons for Recommendation

BID PREFERENCE.

This project meet all the criteria set forth in LO. # 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

<table>
<thead>
<tr>
<th>Subtrade</th>
<th>Cat.</th>
<th>Estimated Value to Base Bid Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living Wages: YES</td>
<td>NO</td>
<td>X</td>
</tr>
<tr>
<td>Responsible Wages: YES</td>
<td>NO</td>
<td>X</td>
</tr>
</tbody>
</table>

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: Level 1
Trade Set Aside (MCC): Goal
No Measure: Deferred

Tier 2 Set Aside
Selection Factor

\[\text{Signature:}\] [Signature]

\[\text{Date:}\] 5/22/13

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