Small Business Development Division  
Project Worksheet

Project/Contract Title: DOCUMENT SHREDDING SERVICES  
Project/Contract No: RQID1300139  
Department: INTERNAL SERVICES  
Estimated Cost of Project/Bid: $301,000.00  
Description of Project/Bid: To establish a contract for document shredding services for various County Departments.

Received Date: 06/12/2013

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>
</tr>
</tbody>
</table>

Reasons for Recommendation

The thirteen (13) SBE firms certified in the required Commodity Codes were polled; 1 firm responded that it could fulfill the requirements of the project.

Commodity Code: 91027-Garbage/Trash Removal, Disposal And/Or Treatment; 92050-Shredding Services, Computer Components And Peripherals; 96227-Document Shredding Services; 96270- Removal And Pickup Of Dead Bodies; 96645-Paper, Cutting, Drilling, Shredding, Trimming; 96671-Paper Cutting, Drilling, Folding, Punching, Shredding, Trimming, Etc.

Small Business Contract Measure Recommendation

<table>
<thead>
<tr>
<th>Subtrade</th>
<th>Cat.</th>
<th>Estimated Value to Base Bid</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living Wages: YES</td>
<td>NO</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Responsible Wages: YES</td>
<td>NO</td>
<td>X</td>
<td></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  
Set Aside Level 1  
Trade Set Aside (MCC)  
No Measure  
CWP

Tier 2 Set Aside  
Level 2  
Goal  
Bid Preference  
Deferred  
Selection Factor  
SBD Director  
Date