



Small Business Development Division Project Worksheet

Project/Contract Title: OFFICE MACHINE REPAIRS & MAINTENANCE - PREQUALIFICATION POOL
Project/Contract No: RQID1300200
Department: INTERNAL SERVICES
Estimated Cost of Project/Bid: \$705,000.00

Received Date: 09/17/2013

Funding Source:
GENERAL

Resubmittal Date(s):

Description of Project/Bid: The purpose of this solicitation is to pre-qualify bidders to provide office machine repair and maintenance services on an as-needed basis. All bidders which meet or exceed the criteria established in this solicitation shall be placed on a pre-qualification list that may be accessed by County departments in order to obtain price quotations in future spot market competitions.

Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Bid Preference	SBE	
Set Aside (Under 100k)	SBE	

Reasons for Recommendation

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

"...where there are three (3) or more certified SBE firms available in an established pre-qualification pool, the work order competition must be sheltered among those firms. In cases where there are less than three (3) certified SBE firms, Micro-SBE respondents will receive a ten percent (10%) preference applies to quotes for evaluation purposes. Bids and Quotes submitted by Micro Enterprise firms for Set-Aside contracts up to \$100,000 will receive a ten percent (10%) "Bid Preference".

There are six (6) SBE firms certified in the required Commodity Codes.

Commodity Code: 20541-Optical Character Readers, Scanners And Printers;; 57530-Microfilm Cameras And Accessories; 60030-Cash Registers And Cash Drawers; 60061-Fax Machines, Parts And Supplies (See Class 725 For Industrial Type And Class 645 For Paper); 93915-Calculating Machine (Not Computer) Maintenance And Repair; 93927-Copy Machine Maintenance And Repair; 93948-Library Machines And Supplies, Maintenance And Repair; 93959-Office Equipment, Filing Systems, Etc., Maintenance And Repair; 93987-Typewriter Maintenance And Repair; 93987-Typewriter Maintenance And Repair

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>
	SBE			176

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.



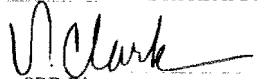
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REVIEW RECOMMENDATION			
Tier 1 Set Aside		Tier 2 Set Aside	
Set Aside	Level 1	Level 2	Level 3
Trade Set Aside (MCC)		Goal	Bid Preference
No Measure		Deferred	Selection Factor
CWP		 SBD Director	9/17/13 Date