Small Business Development Division
Project Worksheet

Project/Contract Title: AUTOMOTIVE AND TRUCK WARRANTY CLAIM FILING SERVICE
Project/Contract No: RQID1400001
Department: INTERNAL SERVICES
Funding Source: INTERNAL SERVICE FUNDS

Estimated Cost of Project/Bid: $475,000.00
Received Date: 10/02/2013
Resubmittal Date(s):

Description of Project/Bid: To establish a contract for the generating and filing of warranty claims on County-owned and operated vehicles (which are reimbursed to ISD/Fleet Management Division).

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

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

Commodity Code 96137 represents Fleet Management Services (as presented by PM-ISD).

The nine (9) firms certified in the required Commodity Codes were; four (4) responded as not able to meet the stipulated requirements.

Commodity Code: 95841-Fleet Management Services; 96102-Administrative Services, All Kinds (Incl. Clerical, Secretarial Services, Etc.)

Small Business Contract Measure Recommendation

<table>
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<tr>
<th>Subtrade</th>
<th>Cat.</th>
<th>Estimated Value</th>
<th>% of Items to Base Bid</th>
<th>Availability</th>
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Total

Living Wages: YES [ ] NO [x]
Responsible Wages: YES [ ] NO [x]

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 SetAside (MCC) __________________________ Goal __________________________ Bid Preference __________________________

No Measure __________________________ Deferred __________________________ Selection Factor __________________________

CWP __________________________

SBD Director __________________________ Date __________________________