



## Small Business Development Division Project Worksheet

**Project/Contract Title:** EXECUTIVE AUTOMOBILE LIABILITY AND PHYSICAL DAMAGE  
INSURANCE  
**Project/Contract No:** RQID1400011  
**Department:** INTERNAL SERVICES DEPARTMENT  
**Estimated Cost of Project/Bid:** \$375,000.00  
**Description of Project/Bid:** To establish a contract soliciting an insurance broker to provide brokerage and related services, as well as the purchase of an automobile liability and physical damage insurance program.

**Received Date:** 10/21/2013  
**Funding Source:** GENERAL  
**Resubmittal Date(s):**

### Contract Measures Recommendation

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

### Reasons for Recommendation

BID PREFERENCE

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

One (1) SBE is certified in the required Commodity Code.

Commodity Code: 95354-Liability, Automotive

### 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>
<b>Total</b>				

**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

10/24/13  
Date