Small Business Development Division

Project Worksheet

Project/Contract Title: EXECUTIVE AUTOMOBILE LIABILITY AND PHYSICAL DAMAGE INSURANCE

Received Date: 10/21/2013

Project/Contract No: RQID1400011

Funding Source: GENERAL

Department: INTERNAL SERVICES DEPARTMENT

Estimated Cost of Project/Bid: $375,000.00

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.

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

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

<table>
<thead>
<tr>
<th>Subtrade</th>
<th>Cat.</th>
<th>Estimated Value to Base Bid</th>
<th>Availability</th>
</tr>
</thead>
</table>

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

Set Aside Level 1 Level 2 Level 3

Trade Set Aside (MCC) Goal Bid Preference

No Measure Deferred Selection Factor

CWP

Signed: [Signature] SBD Director 10/24/13