Small Business Development Division
Project Worksheet

Project/Contract Title: COMMERCIAL RECORDS MANAGEMENT SERVICES
Project/Contract No: RQID1400038
Department: INTERNAL SERVICES DEPARTMENT
Estimated Cost of Project/Bid: $934,000.00
Description of Project/Bid: To establish a contract for Commercial Records Management Services including storage, retrieval, delivery of file folders/boxes, vault storage, permanent out materials, and imagine scanning.

Received Date: 01/16/2014
Funding Source: AV

Contract Measures Recommendation

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

BID PREFERENCE

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

The twelve (12) SBE firms certified in the required Commodity Codes were polled where the detailed scopes of services and extensive minimum requirements were included; none responded in the affirmative.

Commodity Code: 95882-Records Management Services (Including Document Management Services Which Also Includes Technology Integration); 96269-Personnel Services, Temporary; 96295-Warehousing And Storage Services (Not Storage Space Rental) (Includes Farm Product Storage In Silos And Grain Elevators)

Small Business Contract Measure Recommendation

<table>
<thead>
<tr>
<th>Subtrade</th>
<th>Cat.</th>
<th>Estimated Value</th>
<th>% of Items 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 Tier 2 Set Aside

<table>
<thead>
<tr>
<th>Set Aside</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
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<tbody>
<tr>
<td>Trade Set Aside (MCC)</td>
<td>Goal</td>
<td>Bid Preference</td>
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<tr>
<td>No Measure</td>
<td>Deferred</td>
<td>Selection Factor</td>
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<td>CWP</td>
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[Signature]
SPD Director
Date

DBDR0090 v.20130116