



# Small Business Development Division Project Worksheet

**Project/Contract Title:** PRINTED CASE FILE FOLDERS  
**Project/Contract No:** RQID1400142  
**Department:** CLERK OF COURTS  
**Estimated Cost of Project/Bid:** \$100,000.00

**Received Date:** 08/18/2014  
**Funding Source:** PROPRIETARY REVENUE

**Description of Project/Bid:** The purpose of this solicitation is to establish a contract for the purchase of printed case file folders. Work included in this contract shall consist of fabricating, printing and delivering court case file folders. **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.

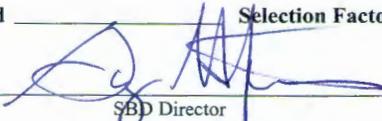
Two SBE firms are certified in the required Commodity Codes.

Commodity Code: 61545-File Folders, Regular, Legal And Letter Sizes

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 _____	 SBD Director		8/20/14 Date