**Small Business Development Division**

**Project Worksheet**

**Project/Contract Title:** TANK CLEANING SERVICES  
**Project/Contract No:** RQID1500103  
**Department:** INTERNAL SERVICES  
**Estimated Cost of Project/Bid:** $1,000,000.00

- **Description of Project/Bid:** To establish a Request to Qualify (RTQ) with a pool of pre-qualified vendors capable of providing dewatering and or wastewater tank cleaning services.

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<table>
<thead>
<tr>
<th>Measure</th>
<th>Program</th>
<th>Goal Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set Aside (Up To 100k)</td>
<td>SBE/GS</td>
<td>100.00%</td>
</tr>
<tr>
<td>Bid Preference</td>
<td>SBE/GS</td>
<td></td>
</tr>
</tbody>
</table>

**Reasons for Recommendation**

- SBE/GS Set-Aside (Up to 100K): For all Request For Quotes (RFQ's) whose estimated cost is less than $100,000 and there are 3 or more certified SBE/GS firms available in the established pre-qualification pool, the RTQ will be Set-Aside for SBE/GS firms.

- Bid Preference: A 10% Bid Preference to Micro Enterprise firms for contracts up to $100K and a 10% Bid Preference to SBE firms for contracts over $100K.

This project meets all the criteria set forth in 1.0. #3-41. As of 6/24/2015, there are two (2) Small Business Enterprise - Goods & Service (SBE/GS) firms certified in the required Commodity Code.

- **Commodity Code:** 91070-Sludge Removal, Building (To Include Grease Trap Cleaning)

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**Small Business Contract Measure Recommendation**

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

- **Total:** $1,000,000.00

**Living Wages:** YES [X] NO  
**Responsible Wages:** YES [X] 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.*

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**REVIEW RECOMMENDATION**

<table>
<thead>
<tr>
<th>Tier 1 Set Aside</th>
<th>Tier 2 Set Aside</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

- **Set Aside** Level 1 [ ] Level 2 [ ] Level 3 [ ]
- **Trade Set Aside (MCC)** Goal [ ] Bid Preference [ ]
- **No Measure** Deferred [ ]
- **CWP** [ ]

**Selection Factor:** [Signature]  
**Date:** 7/2/15  
**Resubmittal Date(s):**