



## Small Business Development Division Project Worksheet

<b>Project/Contract Title:</b>	JANITORIAL SERVICES	<b>Funding Source:</b>	<b>Received Date:</b> 07/02/2015
<b>Project/Contract No:</b>	RQID1500106	<b>INTERNAL SERVICES</b>	
<b>Department:</b>	INTERNAL SERVICES	<b>FUNDS</b>	
<b>Estimated Cost of Project/Bid:</b>	\$58,806.00		<b>Resubmittal Date(s):</b>
<b>Description of Project/Bid:</b>	To establish a contract to pay outstanding invoices from the expired Contract No. EPP-RFP8275-4(4) for monthly janitorial services at the Joseph Caleb Center.		

Contract Measures Recommendation		
Measure	Program	Goal Percent
No Measure	SBE/GS	

Reasons for Recommendation
<p>An analysis of Implementing Order 3-41, as well as the an analysis of the factors contained in the project package indicates a No Measure is appropriate for this contract due to this contract being a Non-Competitive Acquisition. The purpose of this non-competitive acquisition is to pay outstanding invoices from the referenced expired contract for monthly janitorial services at the Joseph Caleb Center. The confirmation purchase is necessary because the contract allocation was insufficient due to payments during the beginning of the final contract term for invoices from the previous contract term.</p> <p>Commodity Code: 91039-Janitorial/Custodial Services</p>

Small Business Contract Measure Recommendation				
Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
Janitorial/Custodial Services	SBE/GS			
<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		7/8/15 Date