



## Small Business Development Division Project Worksheet

**Project/Contract Title:** ID CARDS, PRINTERS, SUPPLIES AND ACCESSORIES  
**Project/Contract No:** RQID1600002  
**Department:** INTERNAL SERVICES  
**Estimated Cost of Project/Bid:** \$3,062,200.00  
**Description of Project/Bid:** To establish a contract (Request to Qualify) which will establish a pool of pre-qualified bidders capable of providing the County with ID cards, printers, supplies and accessories.

**Received Date:** 09/23/2015

**Funding Source:**  
VARIOUS

**Resubmittal Date(s):**

### Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Set Aside (Up To 100k)	SBE/GS	
Bid Preference	SBE/GS	
No Measure	SBE/GS	

### Reasons for Recommendation

SBE/GS Set-Aside (Up to 100K): For all spot market quotes 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 spot market quote will be Set-Aside for SBE/GS firms.

Bid Preference: A 10% Bid Preference to Micro Enterprise firms for spot market quotes up to \$100K and a 10% Bid Preference to SBE firms for spot market quotes over \$100K.

No Measure: A No Measure is applicable for all spot market quotes whose funding source precludes the application of local small business measures.

An analysis of the factors contained in the project package as well as analysis of Implementing Order 3-41 and the responses of certified SBE/GS firms to the Verification of Availability to Bid process indicates that the following measures are appropriate: a Set-Aside (Up to 100K), a Bid Preference and a No Measure. Attempts were made to make this Request to Qualify a Set-Aside, however, three (3) or more firms did not respond to the Verification of Availability process as being able to provide the requested goods and/or services. As of 10/06/2015, there are ten (10) firms certified in the commodity codes below.

Commodity Code: 08015-Badges And Emblems, Metal: Cap, Game Wardens', Off; 20673-Printers, Inkjet; 60039-Copy Machines, Analog; 60061-Fax Machines, Parts And Supplies (See Class 725 For Industrial Type And Class 645 For Paper); 61056-Ribbons, Computer And Data Processing, All Types (For Tab Sec 610-73); 66542-Laminating Presses, Film, Id Pouches, And Supplies; 98526-Copy Machine, Plain Paper Type (Including Cost-Per-Copy Type Leases) Rental Or Lease

### Small Business Contract Measure Recommendation

Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
	SBE/GS			
	SBE/GS			

**Total**

**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.*




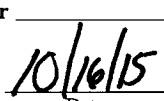
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REVIEW RECOMMENDATION			
Tier 1 Set Aside _____		Tier 2 Set Aside _____	
Set Aside _____	Level 1 _____	Level 2 _____	Level 3 _____
Trade Set Aside (MCC) _____		Goal _____	Bid Preference _____
No Measure _____		Deferred _____	Selection Factor _____
CWP _____	 SBD Director		 Date