Small Business Development Division

Project Worksheet

Project/Contract Title: AUTO TAG REGISTRATION RENEWAL REMINDER NOTICE

Received Date: 03/23/2016

Project/Contract No: RQID1600027

Funding Source: INTERNAL SERVICES

Department: GENERAL FUNDS

Estimated Cost of Project/Bid: $750,000.00

Resubmittal Date(s): 

Description of Project/Bid: The purpose of this solicitation is to establish a contract for the purchase of printing and mailing services for auto tag courtesy renewal reminder notices and parking permits in conjunction with the County’s needs.

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

Reasons for Recommendation

An analysis of the factors contained in Section VIII C of Implementing Order 3-41 indicates that a bid preference is appropriate for this contract. Verification of Availability to Bid letters were sent to Small Business Enterprise - Goods & Services firms certified in the required commodity codes. Attempts were made to make this contract a Set-Aside however, three (3) or more firms did not respond favorably to the Verification of Availability process as being able to satisfy the contract’s requirements.

Commodity Code: 966-Printing, Publishing, Silk Screening - Production

<table>
<thead>
<tr>
<th>Small Business Contract Measure Recommendation</th>
<th>% of Items to Base Bid Availability</th>
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</thead>
<tbody>
<tr>
<td>Subtrade</td>
<td></td>
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<tr>
<td>Cat. Estimated Value</td>
<td></td>
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</tbody>
</table>

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 funds. 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

Set Aside Level 1

Trade Set Aside (MCC) Goal Bid Preference

No Measure Deferred Selection Factor

Tier 2 Set Aside

CWP

SND Director 4/6/16