



Small Business Development Division Project Worksheet

Project/Contract Title: COURIER SERVICES (PICK-UP AND DELIVERY)

Received Date: 07/21/2016

Project/Contract No: RQID1600065

Funding Source:

Department: INTERNAL SERVICES

GENERAL

Estimated Cost of Project/Bid: \$632,760.00

Resubmittal Date(s):

Description of Project/Bid: The purpose of this re-solicitation is to establish a contract for the purchase of Courier Services for the pick-up and delivery of correspondence and parcels within Miami-Dade and Broward Counties for various departments on an as needed basis.

Contract Measures Recommendation

Measure	Program	Goal Percent
Set Aside Tier 3	SBE/GS	100.00%

Reasons for Recommendation

An analysis of the factors contained in the project package, as well as, an analysis of Implementing Order 3-41 and the Verification to Bid process indicates a SBE-GS Set Aside is appropriate for this project. Verifications of Availability to Bid Letters were sent to the firms certified in the required Commodity Codes and three (3) firms responded as being able to meet the project's requirements.

Two (2) of the firms that responded are designated as SBE Micro Tier 1 and one (1) firm that responded is designated as SBE Tier 3. Based on Section 2-8.1.1.1.1 (Small Business Enterprise Services Program) of the Miami Dade County Code as Set Aside Tier 3 is applicable.

Commodity Code: 96224-Courier/Delivery Services (Including Air Courier Services)

Small Business Contract Measure Recommendation

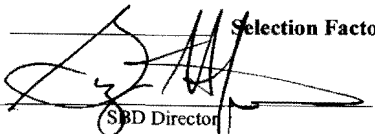
Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
Courier/Delivery Services (Including Air Courier Services)	SBE/GS	\$632,760.00	100.00%	
Total		\$632,760.00		

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 _____ Date _____