

Small Business Development Division

Project Worksheet

Project/Contract Title: PRINTING ELECTION BALLOTS

Project/Contract No: RQID1600081

Department: INTERNAL SERVICES

Estimated Cost of Project/Bid: \$290,000.00**Funding Source:**

INTERNAL SERVICES

FUNDS

Received Date: 09/07/2016

Resubmittal Date(s):

Description of Project/Bid: The purpose of this solicitation is to establish a contract for the purchase of election ballots in conjunction with the County's needs on an as needed when needed basis. This contract will be used to supplement the County's in-plant print facilities with the production of election ballots.

Contract Measures Recommendation

| <u>Measure</u> | <u>Program</u> | <u>Goal Percent</u> |
|----------------|----------------|---------------------|
| Bid Preference | SBE/GS | |

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 Bid Preference is appropriate for this contract due to the unavailability of SBE firms to meet the project's requirements. There are three (3) certified SBE firms in the applicable commodity code

Commodity Code: 96652-Licenses And Back Tags Printing Services (Hunting,

Small Business Contract Measure Recommendation

[illegible]

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 _____