Project/Contract Title: Mailing Services  
Project/Contract No: RQID1700094  
Department: Internal Services  
Estimated Cost of Project/Bid: $2,749,000.00  
Description of Project/Bid: The purpose of this solicitation is to establish a contract for the purchase of mailing services for various County Departments.

**Contract Measures Recommendation**

<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>
</tr>
</tbody>
</table>

**Reasons for Recommendation**

An analysis of the factors contained in Implementing Order 3-41, as well as, an analysis of the project package indicates a Bid Preference is appropriate for this project.

There are no SBE Certified firms under these commodity codes.

Commodity Code: 91558-Mailing Services (Incl. Collating, Packaging, Sorting And Delivery), 91559-Mail Services, Express

**Small Business Contract Measure Recommendation**

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

**Total**

| Living Wages: YES | NO | X |
| Responsible Wages: YES | NO | X |

Living Wages: YES  
Responsible Wages: YES

**REVIEW RECOMMENDATION**

Tier 1 Set Aside  
Set Aside Level 1  
Trade Set Aside (MCC)  
No Measure  
CWP

Tier 2 Set Aside  
Level 2  
Goal  
Deferred  
Selection Factor

[Signature]  
MAD Director  
5-31-17