Small Business Development Division
Project Worksheet

Project/Contract Title: CONTINUOUS PIN FEED FORMS PRINTING SERVICES
Project/Contract No: RQID1800038
Department: VARIOUS
Estimated Cost of Project/Bid: $0.00

The purpose of this solicitation is to pre-qualify vendors for future pricing competition. This initial solicitation provides for the submission of documents and forms intended to verify that the vendor meets or exceeds the minimum criteria set forth in Section 2, Paragraph 2.3 in this solicitation. All vendors which meet or exceed the criteria established in this solicitation shall be placed on a Pre-Qualification List that may be accessed by County departments in order to obtain price quotations for the provision of continuous pinfeed forms (mailer/non-mailer forms) in conjunction with the County's needs on an as needed when needed basis.

<table>
<thead>
<tr>
<th>Measure</th>
<th>Program</th>
<th>Goal Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set Aside (Up To 100k)</td>
<td>SBE/GS</td>
<td>100.00%</td>
</tr>
<tr>
<td>Bid Preference</td>
<td>SBE/GS</td>
<td></td>
</tr>
</tbody>
</table>

Reasons for Recommendation

The Estimated Cost of Project is $2,834,090.00. The term of the contract is for eight (8) years.
The purpose of this solicitation is to establish a pre-qualified pool of vendors who will be invited to participate to future pricing competition.
An analysis of the factors contained in the project package, as well as, an analysis of Implementing Order 3-41 and the Verification of Bid process indicates the following SBE-G/S is appropriate:
- SBE- G/S Set-Aside for work orders valued up to $100,000: Where there are three (3) or more certified SBE firms available in an established pre-qualification pool, the work order competition must be shielded among those firms.
- Bid Preference: 10% Bid Preference applies when there are less than three (3) certified SBE firms in the established pre-qualified pool.

There are six (6) certified SBE firms in the applicable commodity codes.

Commodity Code: 96612-Forms, Printed (All Kinds); 96616-Continuous Form Printing

<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>Forms, Printed (all Kinds)</td>
<td>SBE/GS</td>
<td></td>
<td>100.00%</td>
<td></td>
</tr>
</tbody>
</table>

Total

Living Wages: YES [ ] NO X
Responsible Wages: YES [ ] NO X

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.
<table>
<thead>
<tr>
<th>REVIEW RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1 Set Aside: ___________________</td>
</tr>
<tr>
<td>Tier 2 Set Aside: ___________________</td>
</tr>
<tr>
<td>Set Aside: ___________________ Level 1</td>
</tr>
<tr>
<td>___________________ Level 2: Level 3</td>
</tr>
<tr>
<td>Trade Set Aside (MCC): ______________</td>
</tr>
<tr>
<td>Goal: ______________ Bid Preference</td>
</tr>
<tr>
<td>No Measure: ______________ Deferred:</td>
</tr>
<tr>
<td>Selection Factor: _______________</td>
</tr>
<tr>
<td>CWP: _________________ SBD Director</td>
</tr>
<tr>
<td>_______________ Date: __________________</td>
</tr>
</tbody>
</table>

Received Date: 12/20/2017

Resubmittal Date(s): 1-3-18