Small Business Development Division
Project Worksheet

Project/Contract Title: MULTI-FUNCTION COPIERS, PRINTERS, AND EQUIPMENT
APPLICABLE TO SCANNED DATA AND MANAGEMENT, IMAGE DUPLICATING, AND RELATED SOLUTIONS, ACCESSORIES, SUPPLIES AND SERVICES

Received Date: 03/28/2017

Project/Contract No: RQWS1700003
Funding Source: PROPRIETARY FUNDS

Department: WATER AND SEWER

Estimated Cost of Project/Bid: $348,234.00

Small Business and Sewer Department (WASD) is requesting access to the National Joint Powers Alliance (NJPA) contract RFP-083116 to purchase one (1) high volume black and white production printer and one (1) color production printer. The production printers shall be used in the WASD Print Shop for various print jobs.

Contract Measures Recommendation

<table>
<thead>
<tr>
<th>Measure</th>
<th>Program</th>
<th>Goal Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Measure</td>
<td>SBE/GS</td>
<td></td>
</tr>
</tbody>
</table>

Reasons for Recommendation

An analysis of the factors contained in the project package, as well as the factors contained in Implementing Order 3-41 indicates a No Measure is appropriate for this project, as this is a request to access an existing contract with the National Joint Powers Alliance. There is one (1) SBE Certified firm under this commodity code.

Commodity Code: 98526-Copy Machine, Plain Paper Type (Including Cost-Per-Copy Type Leases) Rental Or Lease

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>Copy Machine, Plain Paper Type (Including Cost-Per-Copy Type Leases) Rental or Lease</td>
<td>SBE/GS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

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                   Date 3-31-17

Signature of Director