**Small Business Development Division**

**Project Worksheet**

**Project/Contract Title:** RENTAL OF SPACE AND HOTEL ACCOMMODATIONS  
**Project/Contract No:** RTQ-00838  
**Department:** INTERNAL SERVICES  
**Estimated Cost of Project/Bid:** $0.00  
**Funding Source:** OPERATING, GENERAL, FEDERAL  
**Received Date:** 02/16/2018

**Description of Project/Bid:** This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to solicit space for training/conferences and/or the provision of hotel/motel accommodations for Miami-Dade County (County). Placement on the List is not a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals will continue to be accepted throughout the term of the RTQ for placement on such List.

<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>
<tr>
<td>Bid Preference</td>
<td>SBE/GS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>The estimated cost for contract RTQ-00838 is $925,000.00, and this contract is for a five (5) year period.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>A No measure will be applied when using Federal Funds.</td>
</tr>
<tr>
<td>There are no SBE Certified firms under these commodity codes.</td>
</tr>
</tbody>
</table>

**Commodity Code:** 97105-Booth, Convention/Exhibit, Rental Or Lease; 97130-Hotel/Motel Accommodations (Incl. Lodges, Resorts, Bed/Breakfast Inns, Etc.) Rental Or Lease

<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>SBE/GS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

**Living Wages:** YES [X]  NO [ ]  
**Responsible Wages:** YES [X]  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.*
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Tier 1 Set Aside
Set Aside Level 1
Trade Set Aside (MCC) Goal
No Measure Deferred
CWP

Tier 2 Set Aside
Level 2
Level 3
Bid Preference

Deferred Selection Factor

MPO Director 2/20/18 Date