



**Small Business Development Division**  
*Project Worksheet*

**Project/Contract Title:** OFFICE SUPPLIES AND RELATED PRODUCTS **Received Date:** 08/01/2014  
**Project/Contract No:** RFP 00021 **Funding Source:** VARIOUS  
**Department:** INTERNAL SERVICES DEPARTMENT  
**Estimated Cost of Project/Bid:** \$25,000,000.00 **Resubmittal Date(s):** 07/03/2014  
**Description of Project/Bid:** To establish a contract with one vendor to provide a comprehensive program that will include a web-based ordering system and desktop delivery for the purchase of office supplies and related items for all departments.

Contract Measures Recommendation		
<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
No Measure	SBE	

Reasons for Recommendation
NO MEASURE - Federal Funds will be part of the Funding Source.  There are fifteen (15) SBE firms that are certified in the required Commodity Codes.  Commodity Code: 615-Office Supplies, General; 61500-Office Supplies, General

Small Business Contract Measure Recommendation				
<u>Subtrade</u>	<u>Cat.</u>	<u>Estimated Value</u>	<u>% of Items to Base Bid</u>	<u>Availability</u>
	SBE			
<b>Total</b>				

**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			
<b>Tier 1 Set Aside</b> _____	<b>Tier 2 Set Aside</b> _____		
<b>Set Aside</b> _____	<b>Level 1</b> _____	<b>Level 2</b> _____	<b>Level 3</b> _____
<b>Trade Set Aside (MCC)</b> _____	<b>Goal</b> _____	<b>Bid Preference</b> _____	
<b>No Measure</b> _____	<b>Deferred</b> _____	<b>Selection Factor</b> _____	
<b>CWP</b> _____	 SBD Director		8/4/14 Date