



Small Business Development Division Project Worksheet

Project/Contract Title: MICROGRAPHIC SERVICES
Project/Contract No: RQET1700018
Department: INFORMATION TECHNOLOGY DEPARTMENT
Estimated Cost of Project/Bid: \$373,200.00
Funding Source: INTERNAL SERVICES FUND

Received Date: 06/08/2017

Description of Project/Bid: The purpose of this solicitation is to establish a contract with a primary and secondary bidder for Micrographic Services as identified by the Information Technology Department (ITD) on an as needed basis. The bidder(s) will receive electronic files through a File Transfer Protocol (FTP) transmittal and will convert the images to 16 millimeter (MM) microfilm, 105MM microfiche, and CD- ROM.
Resubmittal Date(s):

Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Bid Preference	SBE/GS	

Reasons for Recommendation

The estimated value of contract RQET1700018 is \$373,200.00 with a contract term for two (2) years with a three (3) one (1) year options to renew. An analysis of the factors contained in the project package, as well as, an analysis of Implementing Order 3-41 and the Verification to Bid process indicates a Bid Preference is appropriate for this contract due to the unavailability of SBE firms to meet the project's requirements.

There are no certified SBE firms in the applicable commodity code.

Commodity Code: 91568-Microfiche/Microfilming Services

Small Business Contract Measure Recommendation

Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
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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
Trade Set Aside (MCC)	Level 2
No Measure	Level 3
CWP	Goal
	Bid Preference
	Deferred
	Selection Factor
	SBD Director
	Date