



## Small Business Development Division Project Worksheet

Project/Contract Title: COURT REPORTING SERVICES  
Project/Contract No: FB-01109  
Department: INTERNAL SERVICES  
Estimated Cost of Project/Bid: \$427,500.00  
Description of Project/Bid: Provision of court reporting and transcription services for various departments on an as needed basis.

Funding Source:  
GENERAL FUND,  
PROPRIETARY, FIRE  
DISTRICT

Received Date: 10/23/2018

Resubmittal Date(s):

### Contract Measure Recommendation

Measure	Program	Goal Percent
Bid Preference	SBE/GS	

### Analysis for Recommendation

An analysis of 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.

There is one (1) SBE certified firm under this commodity code.

Commodity Code: 96124-Court Reporting 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 ☒

Highway: YES ☐ NO ☒

Heavy Construction: YES ☐ NO ☒

Responsible Wages: YES ☐ NO ☒

Building: 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 \_\_\_\_\_

SBD Director

Date

10-29-18