

# Small Business Development Division

## Project Worksheet

Project/Contract Title: Business Cards and Stationery

Received Date: 9/7/2021

Project/Contract No: FTX-09-07-2021-B (RFI020659)

Funding Source: Private

Department: FTX Arena

Estimated Cost of Project/Bid: \$30,953.24

Description of Project/Bid: A solicitation for a non-County entity for the purchase of business cards and stationery.

### Contract Measure

Measure	Program	Goal Percent
Set Aside	SBE - Goods	

### Reason for Recommendation

SBD reviewed this project pursuant to Implementing Order 3-41 for SBE-G/S measures. Project information analyzed included the project's scope of services, estimated project cost, minimum requirements/qualifications and funding source. Additional factors included surveys conducted with certified firms to determine availability and assignment of the noted measure. A SBE-G/S Set Aside. There are nine (9) SBE firms certified in the required commodity code, three (3) responded as being able to provide the requested goods.

Project's Commodity Codes assigned based on the scope of work are:

NIGP 64580 Stationery With Envelopes, Including Recycled, NIGP 96607 Business Cards Printing, NIGP 96628 Engraved and Embossed Awards, Bonds, Certificates, Diplomas, Stationery, etc., NIGP 64680 Stationery w/Envelopes, Including Recycled, Environmentally Certified Products

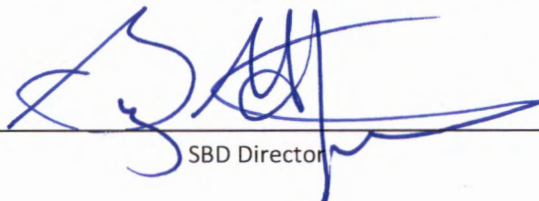
Living Wages: YES  NO

Highway: YES  NO

Heavy Construction: YES  NO

Responsible Wages: YES  NO

Building: YES  NO

  
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 SBD Director

9-13-21  
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 Date