



## Small Business Development Division Project Worksheet

**Project/Contract Title:** EMPLOYEE AND PUBLIC REMOTE PARKING LOT SHUTTLE BUS SERVICE  
**Project/Contract No:** RFP MDAD-11-16  
**Department:** INTERNAL SERVICES  
**Estimated Cost of Project/Bid:** \$609,000.00

**Received Date:** 11/15/2016

**Funding Source:**  
 OPERATING FUNDS

**Resubmittal Date(s):**

**Description of Project/Bid:** The Shuttle Bus Service is operated twenty-four (24) hours per day, seven (7) days a week. This service is provided for employees of the County, airlines and various companies conducting business at the Airport. The 2015/2016 operating schedule is comprised of forty three (43) employee shuttle shifts each day. Shuttle bus service is also provided on an "as needed" basis to the public when the Economy Park and Ride overflow parking facility is utilized. Shuttle bus service is also provided between Building 5-A and the main passenger terminal for MDAD employees and various companies conducting business at the airport. This service operates five (5) days a week, Monday through Friday, between the hours of 7:00am and 6:00pm. Two (2) employee shifts are used per day. To support these various

### Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Selection Factor	SBE/GS	

### Reasons for Recommendation

An analysis of the factors contained in the project package, as well as, an analysis of Implementing Order 3-41 indicates a Section Factor is appropriate for this contract as it is a Request for Proposal. Letters of Availability to Bid were sent out to the firms certified in the applicable commodity code however, less than three firms responded as being available to meet the contract requirements.

Commodity Code: 96216-Bus Transportation Services, School; 96217-Bus And Taxi Services, Limousines And Vans (Including Operations, Management, And Terminal Services)

### Small Business Contract Measure Recommendation


Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
				<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

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
	11/29/16 Date