



Small Business Development Division Project Worksheet

Project/Contract Title: DIGITAL CATALOG DISCOUNT - SCHOOL SUPPLIES & EQUIPMENT
Project/Contract No: RQCO1600004 (15-480-086)
Department: COMMUNITY ACTION AGENCY
Estimated Cost of Project/Bid: \$400,000.00

Received Date: 03/22/2016

Funding Source:
FEDERAL FUNDS

Resubmittal Date(s):

Description of Project/Bid: The purpose of this contract is to establish a fixed discount off catalog price from a variety of vendors' web based catalogs to facilitate purchases and to establish and document each vendor's freight and payment terms for such purchases.

Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
No Measure	SBE/GS	

Reasons for Recommendation

An analysis of Implementing Order 3-41, as well as, an analysis of the factors contained in the project package indicates a No Measure as this is a request to access an existing Pinellas County School District contract.

There are no SBE-G/S firms certified in the applicable commodity code.

Commodity Code: 78544-Displays, Educational: Kits, Models, Plaques, Etc.

Small Business Contract Measure Recommendation

Subtrade	Cat. SBE/GS	Estimated Value	% of Items to Base Bid	Availability

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 _____ Level 2 _____ Level 3 _____
Trade Set Aside (MCC) _____ Goal _____ Bid Preference _____
No Measure _____ Deferred _____ Selection Factor _____
CWP _____

SBD Director

Date