



## Small Business Development Division Project Worksheet

**Project/Contract Title:** PRINTING AND MAILING SERVICES FOR AUTO TAG RENEWAL REMINDERS AND PARKING  
**Project/Contract No:** RQFN1500003  
**Department:** INTERNAL SERVICES  
**Estimated Cost of Project/Bid:** \$250,000.00  
**Description of Project/Bid:** To establish a contract for the purchase of printing and mailing services for auto tag renewal reminders and parking permits.

**Received Date:** 05/20/2015  
**Funding Source:** PROPRIETARY FUNDS  
**Resubmittal Date(s):**

Contract Measures Recommendation		
<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
No Measure	SBE/GS	

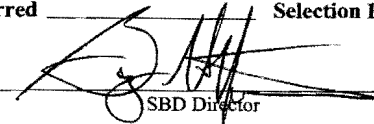
Reasons for Recommendation
NO MEASURE - BID WAIVER  There are twelve (12) SBE-Goods & Services firms certified in the required Commodity Codes.  Commodity Code: 91559-Mail Services, Express; 966-Printing, Publishing, Silk Screening Production

Small Business Contract Measure Recommendation				
Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
	SBE/GS			
<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		5/21/15 Date