



Small Business Development Division Project Worksheet

Project/Contract Title: GROUNDS MAINTNEANCE
Project/Contract No: RQID1300059 (RFQ 9743-22)
Department: INTERNAL SERVICES
Estimated Cost of Project/Bid: \$260,000.00

Funding Source:
GENERAL FUND

Received Date: 03/23/2016

Resubmittal Date(s):

Description of Project/Bid: To establish a contract to purchase scheduled grounds maintenance to the Homestead Properties owned by ISD.

Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Set Aside	SBE/GS	100.00%

Reasons for Recommendation

An analysis of the factors contained in the project package, as well as, an analysis of Implementing Order 3-41 and the Verification to Bid process indicates a SBE-GS Set Aside measure is appropriate for this project. Verifications of Availability Bid Letters were sent to thirty (30) firms certified in the required Commodity Codes and twelve (12) of them responded as being able to meet the project's requirements.

Commodity Code: 98836-Grounds Maintenance: Mowing, Edging, Plant (Not Tree) Trimming, Etc.; 98852-Landscaping (Including Design, Fertilizing, Planting, Etc., But Not Grounds Maintenance Or Tree Trimming Services)

Small Business Contract Measure Recommendation

Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
Grounds Maintenance: Mowing, Edging, Plant (Not Tree) Trimming, etc.	SBE/GS	\$260,000.00	100.00%	
Total		\$260,000.00		

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