MIAMI-DADE COUNTY

Small Business Development Division
Project Worksheet

Project/Contract Title:	COMMERCIAL RECORDS MANAGEMENT SERVICES	**Received Date:** 01/16/2014
Project/Contract No:	RQID1400038	**Funding Source:**
Department:	INTERNAL SERVICES DEPARTMENT	AV
Estimated Cost of Project/Bid:	$934,000.00	**Resubmittal Date(s):**

Description of Project/Bid: To establish a contract for Commercial Records Management Services including storage, retrieval, delivery of file folders/boxes, vault storage, permanent out materials, and imagine scanning.

Contract Measures Recommendation

Measure	**Program**	**Goal Percent**
Bid Preference	SBE	

Reasons for Recommendation

BID PREFERENCE

This project meets all the criteria set forth in I.O. # 3-41.

The twelve (12) SBE firms certified in the required Commodity Codes were polled where the detailed scopes of services and extensive minimum requirements were included; none responded in the affirmative.
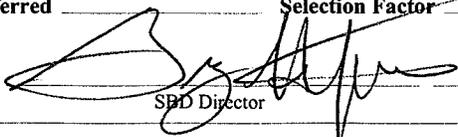
Commodity Code: 95882-Records Management Services (Including Document Management Services Which Also Includes Technology Integration); 96269-Personnel Services, Temporary; 96295-Warehousing And Storage Services (Not Storage Space Rental) (Includes Farm Product Storage In Silos And Grain Elevators)

Small Business Contract Measure Recommendation

Subtrade	**Cat.**	**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 _____ 1/2/14

Date