



## Small Business Development Division Project Worksheet

**Project/Contract Title:** BADGES, INSIGNIAS, NAME PLATES & AWARD PINS **Received Date:** 07/01/2015  
**Project/Contract No:** RQID1500088 **Funding Source:**  
**Department:** VARIOUS **VARIOUS**  
**Estimated Cost of Project/Bid:** \$881,692.00 **Resubmittal Date(s):**  
**Description of Project/Bid:** This Request to Qualify will establish a pool of pre-qualified vendors capable of providing the County with badges, insignias, ID nameplates, engraving and award pins.

### Contract Measures Recommendation

| <u>Measure</u>         | <u>Program</u> | <u>Goal Percent</u> |
|------------------------|----------------|---------------------|
| Set Aside (Up To 100k) | SBE/GS         |                     |
| Bid Preference         | SBE/GS         |                     |

### Reasons for Recommendation

**BID PREFERENCE:** Certified Micro SBE/GS firms will receive a 10% bid preference on contracts up to \$100K, while certified SBE/GS firms will receive a 10% bid preference on contracts over \$100K.

**SBE/GS SET-ASIDE (UP TO 100K):** Request For Quotes will be Set-Aside for small business participation when the allocation amount is \$100K or less and there are 3 or more certified SBE/GS firms available in the established pre-qualification pool.

An analysis of the Verification of Availability process, as well as an analysis of the factors contained in the Request to Qualify and Implementing Order 3-41 indicates that the following measures are appropriate: a Set-Aside (Up to 100K) & a Bid Preference. Attempts were made to make this Request to Qualify a Set-Aside, however, the user department stated that a set-side on a pool contract will create no benefits to the County and may impede competition since the set-aside vendors will be purchasing from the current manufacturers on our existing contract already in place.

Commodity Code: 080-Badges, Emblems, Name Tags And Plates, Jewelry, E; 08000-Badges, Awards, Emblems, Name Tags And Plates, Jewelry, Etc.; 08010-Badges, Buttons, Emblems, And Id Cards, Celluloid And Plastic: Student, Faculty, Membership, Employee, Etc.; 08015-Badges And Emblems, Metal: Cap, Game Wardens', Off; 08050-Nameplates, Metal, Adhesive Back; 08053-Nameplates, Metal, Nonadhesive; 08055-Nameplates, Plastic; 08056-Nameplates, Specialty (Including Clocks, Logos, Pen/Pencil Sets, Etc.); 08065-Service Awards, Specialty Type; 08078-Trophies, Plaques, Awards, Certificates, Etc. (Not Otherwise Classified)

### Small Business Contract Measure Recommendation

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

**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.*



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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 8/4/15