



Small Business Development Division Project Worksheet

Project/Contract Title: AUTO TAG REGISTRATION RENEWAL REMINDER NOTICE
 Project/Contract No: RQID1600027
 Department: INTERNAL SERVICES
 Estimated Cost of Project/Bid: \$750,000.00

Received Date: 03/23/2016

Funding Source:
GENERAL FUNDS

Resubmittal Date(s):

Description of Project/Bid: The purpose of this solicitation is to establish a contract for the purchase of printing and mailing services for auto tag courtesy renewal reminder notices and parking permits in conjunction with the County's needs.

Contract Measures Recommendation

Measure	Program	Goal Percent
Bid Preference	SBE/GS	

Reasons for Recommendation

An analysis of the factors contained in Section VIII C of Implementing Order 3-41 indicates that a bid preference is appropriate for this contract. Verification of Availability to Bid letters were sent to Small Business Enterprise - Goods & Services firms certified in the required commodity codes. Attempts were made to make this contract a Set-Aside however, three (3) or more firms did not respond favorably to the Verification of Availability process as being able to satisfy the contract's requirements.

Commodity Code: 966-Printing, Publishing, Silk Screening Production

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 _____ Date 4/16/16