



Small Business Development Division Project Worksheet

Project/Contract Title: MAILING SERVICES
Project/Contract No: RQID1700062
Department: INTERNAL SERVICES
Estimated Cost of Project/Bid: \$2,749,000.00
Description of Project/Bid: The purpose of this solicitation is to establish a contract for the purchase of mailing services for various County Departments.

Funding Source:
GENERAL

Received Date: 03/10/2017

Resubmittal Date(s):

Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Bid Preference	SBE/GS	

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 Bid Preference is appropriate for this contract. Currently there are no certified SBE firms in the applicable commodity codes.

Commodity Code: 91558-Mailing Services (Incl. Collating, Packaging, Sorting And Delivery); 91559-Mail Services, Express

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