



## Small Business Development Division Project Worksheet

Project/Contract Title: MAIL PROCESSING EQUIPMENT  
Project/Contract No: RQID1700063  
Department: INFORMATION TECHNOLOGY DEPARTMENT  
Estimated Cost of Project/Bid: \$2,000,000.00  
Funding Source: VARIOUS

Received Date: 03/14/2017

Description of Project/Bid: 5-year State Term Contract with up to 5 years of renewals options. Contract has 36, 48 and 60-month lease options. Core products offered under this Contract are the maintenance and lease of equipment, classified under six categories and may include: Mailing Machine with varying capacity, Meters, Sealers and Scales. Non-core products offered under the Contract are the lease or purchase of equipment that may include: Inserters, Folders, Openers, Folders-Inserters, Equipment Software, Supplies and Accessories.

Resubmittal Date(s):

### Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
No Measure	SBE/GS	

### Reasons for Recommendation

An analysis of Implementing Order 3-41, as well as, an analysis of the factors contained in the project package indicates a No Measure is appropriate as this is a request to access an existing State of Florida contract.  
There is one certified SBE firm in the selected commodity code.

Commodity Code: 60077-Postage Meters

### Small Business Contract Measure Recommendation

Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
Postage Meters	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.

### 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		