



Small Business Development Division Project Worksheet

Project/Contract Title: DOCUMENT SHREDDING SERVICES

Received Date: 08/17/2017

Project/Contract No: RQID1700134

Funding Source:

Department: INTERNAL SERVICES

GENERAL/ FEDERAL

Estimated Cost of Project/Bid: \$95,395.00

Resubmittal Date(s):

Description of Project/Bid: The purpose of this solicitation is to establish a contract to acquire an on-site document shredding services for various County facilities on an as needed basis

Contract Measures Recommendation

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

Reasons for Recommendation

An analysis of the factors contained in Implementing Order 3-41, as well as, an analysis of the project package indicates a Bid Preference is appropriate for this project.

A No Measure will apply when funding source is Federal

There are no SBE Certified firms under these commodity codes

Commodity Code: 96227-Document Shredding Services; 96671-Paper Cutting, Drilling, Folding, Punching, Shredding, Trimming, Etc.

Small Business Contract Measure Recommendation

Subtrade	Cat. SBE/GS	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 _____
No Measure _____	Bid Preference _____
CWP _____	Deferred _____
	Selection Factor _____
	SBD Director _____
	Date 8-24-17