



# Small Business Development Division Project Worksheet

**Project/Contract Title:** DISPOSABLE INSERTS  
**Project/Contract No:** RQID1800015  
**Department:** CORRECTIONS & REHABILITATION  
**Estimated Cost of Project/Bid:** \$1,000,000.00

**Funding Source:**  
GENERAL

**Received Date:** 11/01/2017

**Resubmittal Date(s):**

**Description of Project/Bid:** The purpose of this solicitation is to establish a contract for the purchase of disposable inserts. The disposable inserts are used with reusable plastic servers to provide meals for the inmate population.

### 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 analysis of Section VIII. C., of Implementing Order 3-41 and the Verification of Availability to Bid process indicates 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 commodity code(s) below however, at least three (3) or more firms did not respond to the Verification of Availability process as being able to meet the contracts requirements.

There are ten (10) certified SBE/GS firms in the applicable commodity codes.

Commodity Code: 64060-Plastic And Styrofoam Products: Cups, Forks, Plastic Coated Dishes, Plastic Food Wrap, Cooking Bags, Sandwich Bags, Spoons, Straws, Doilies, Etc.

### Small Business Contract Measure Recommendation


Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
				<b>Total</b>

**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 11/9/17