



Small Business Development Division Project Worksheet

Project/Contract Title: CONTINUOUS PIN FEED FORMS PRINTING SERVICES
Project/Contract No: RQID1800038
Department: VARIOUS
Estimated Cost of Project/Bid: \$0.00

Received Date: 12/20/2017
Funding Source: INTERNAL SERVICE FUNDS, GENERAL FUND, PR
Resubmittal Date(s):

Description of Project/Bid: The purpose of this solicitation is to pre-qualify vendors for future pricing competition. This initial solicitation provides for the submission of documents and forms intended to verify that the vendor meets or exceeds the minimum criteria set forth in Section 2, Paragraph 2.3 in this solicitation. All vendors which meet or exceed the criteria established in this solicitation shall be placed on a Pre-Qualification List that may be accessed by County departments in order to obtain price quotations for the provision of continuous pinfeed forms (mailer/non mailer forms) in conjunction with the County's needs on an as needed when needed basis.

Contract Measures Recommendation		
<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Set Aside (Up To 100k)	SBE/GS	100.00%
Bid Preference	SBE/GS	

Reasons for Recommendation
<p>The Esimated Cost of Project is \$2,834,000.00. The term of the contract is for eight (8) years.</p> <p>The purpose of this solicitation is to establish a pre- qualified pool of vendors who will be invited to participate to future pricing competition. 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 the following SBE-G/S is appropriate:</p> <p>-SBE- G&S Set-Aside for work orders valued up to \$100,000: Where there are three (3) or more certified SBE firms available in an established pre-qualification pool, the work order competition must be sheltered among those firms.</p> <p>-Bid Preference: 10% Bid Preference applies when there are less than three (3) certified SBE firms in the established pre-qualified pool.</p> <p>There are six (6) certified SBE firms in the applicable commodity codes.</p> <p>Commodity Code: 96612-Forms, Printed (All Kinds); 96616-Continuous Form Printing</p>

Small Business Contract Measure Recommendation				
	Cat.	Estimated Value	% of Items to Base Bid	Availability
Subtrade Forms, Printed (all Kinds)	SBE/GS		100.00%	
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.



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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
	1-3-18 Date