



## Small Business Development Division

### Project Worksheet

Project/Contract Title: Commercial Records Management Services

Received Date: 2/4/2019

Project/Contract No: RQID1900056

Funding Source: Other

Department: Aviation

Estimated Cost of Project/Bid: \$764,000.00

Description of Project/Bid: The purpose of this solicitation is to establish a contract for the purchase of commercial records management services for various Miami-Dade County departments on an "as-needed" basis. The services vary from storage, retrieval, delivery of file folders/boxers, etc.

Measure	Program	Goal Percent
Bid Preference	SBE-G&S	

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.

There are fourteen (14) SBE certified firms under these commodity codes, however none of them responded as being able to meet the project requirements.

NIGP 96295 Warehousing and Storage Services, Not Storage Space Rental, Including Farm Product Storage in Silos and Grain Elevators, NIGP 97170 Storage Space Rental or Lease, NIGP 96269 Personnel Services, Temporary

Living Wages: YES ☐ NO ☒

Highway: YES ☐ NO ☒

Heavy Construction: YES ☐ NO ☒

Responsible Wages: YES ☐ NO ☒

Building: YES ☐ NO ☒

  
SBD Director

2-19-19  
Date