



# Small Business Development Division

## Project Worksheet

Project/Contract Title: **TONER CARTRIDGES (NEW/OEM) FOR PRINTERS** Received Date: **6/14/2022**  
 Project/Contract No: **RQID2100272** Funding Source: **Various**  
 Department: **Internal Services**  
 Estimated Cost of Project/Bid: **\$7,000,000.00**  
 Description of Project/Bid: **A solicitation to establish a pool of pre-qualified vendors capable of providing toner cartridges for printers.**

Contract Measure		
Measure	Program	Goal Percent
Set-Aside	SBE - Goods & Services	
No Measure	SBE - Goods & Services	
Reason for Recommendation		
Each spot market quote under this solicitation must be submitted to SBD for review.		
SBD reviewed this project pursuant to Implementing Order 3-41 for SBE-Goods and/or Services measures. Project information analyzed included the project's scope of services, estimated project cost, minimum requirements/qualifications and funding source. Eleven (11) SBE firms certified in the commodity codes below via the Verification of Availability process; four (4) firms responded as being able to provide the requested good(s) and/or service(s). The following measures are applicable to this solicitation:		
Set-Aside: when the funding source allows the application of small business measures and the value of the spot market quote is under \$250k and there are two (2) or more SBE firms prequalified under this pool capable of providing the requested good(s) and/or service(s) or when the value of a spot market quote is above \$250k and there are three (3) or more SBE firms prequalified under this pool capable of providing the requested good(s) and/or service(s).		
No Measure: when the funding source precludes the application of small business measures.		
Miami-Dade County Living Wage is not applicable. The goods and/or services under this solicitation do not fall under the covered services listed in article (F) of Sec. 2-8.9 of the Code, Living Wage Ordinance.		
The work description codes assigned based on the scope are: NIGP 20552 Ribbons And Toner, Data Processing Or Word Processing Printer: Impact Printer Ribbons, Laser Printer Toner, Etc., NIGP 20772 Printer Accessories and Supplies: Chemicals, Forms Tractors, Inks and Cartridges, Paper, Label Sheets, Sheet Feeders, Toner Cartridges, Wheels, etc., NIGP 20372 Printer Accessories and Supplies: Chemicals, Forms Tractors, Inks and Cartridges, Paper, Label Sheets, Sheet Feeders, Toner Cartridges, Wheels, etc., Environmentally Certified Products		

Living Wages: YES  NO  Highway: YES  NO  Heavy Construction: YES  NO   
 Responsible Wages: YES  NO  Building: YES  NO

  
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 SBD Director

7/18/22  
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 Date