



Small Business Development Division Project Worksheet

Project/Contract Title: HEAD START/ EARLY HEAD START SCHOOL SUPPLIES
Project/Contract No: RTQ-01079
Department: INTERNAL SERVICES
Estimated Cost of Project/Bid: \$0.00
Description of Project/Bid: To establish pre-qualified pool of vendors for the purchase of school supplies for use with young learners from birth to age five.

Received Date: 09/24/2018
Funding Source: VARIOUS - FEDERAL AND GENERAL
Resubmittal Date(s):

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
No Measure	SBE/GS	
Set Aside (Up To 100k)	SBE/GS	
Bid Preference	SBE/GS	

Reasons for Recommendation

The estimated cost for contract RTQ-01079 is \$975,000.00 and it is for a five (5) year period.

An analysis of the factors contained in Implementing Order 3-41, as well as, an analysis of the project package indicates the appropriate measures as noted below for this project:

SBE Set-Aside shall be applied where there are three (3) or more certified firms available in the established pre-qualified pool.

Bid Preference shall be applied when there is less than three (3) or more certified firms available in the established pre-qualified pool.

A No Measure will apply when the funding source is FEDERAL.

There are two (2) SBE certified firms under these commodity codes.

Commodity Code: 78586-Recycled School Equipment And Supplies; 78589-School Equipment Required To Meet The Needs Of The Physically Handicapped Student (Prone Stands, Toddler Chairs, Special Computer Keyboards, Etc.); 93672-School Equipment Maintenance And Repair; 98165-School Equipment And Supplies Rental Or Lease; 99889-School Equipment

Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
	SBE/GS			
	SBE/GS			
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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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

9-26-18
Date