

Small Business Development Division

Project Worksheet

Project/Contract Title: Office Supplies Pool

Received Date: 8/3/2021

Project/Contract No: RTQ-02016

Funding Source: Various

Department: Internal Services

Estimated Cost of Project/Bid: \$15,000,000.00

Description of Project/Bid: A request to qualify (RTQ) which will establish a pool of pre-qualified vendors capable of providing office supplies for the County, on an as need basis.

Contract Measure

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Set Aside	SBE - Goods	
Bid Preference	SBE - Goods	
No Measure	SBE - Goods	

Reasons for Recommendation

Each individual spot market quote must be submitted to SBD for the application of small business measures.

An analysis of the factors contained in Section VIII. of Implementing Order 3-41, as well as, an analysis of the project package indicates the following measures are applicable to this request to qualify:

Set-Aside: shall apply when there are three (3) or more certified SBE-Goods firms pre-qualified under this request to qualify.

Bid Preference: shall apply when there are less than three (3) SBE certified firms pre-qualified under this request to qualify.

No Measure: shall apply when the funding source precludes the application of small business measures.

As of 8/3/2021, there are fourteen (14) SBE firms certified in the commodity codes listed below.

NIGP 61660 Office Supplies, General (Not Otherwise Classified), Environmentally Certified Products, NIGP 61673 Recycled Office Supplies, Environmentally Certified Products, NIGP 62000 OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS, ETC., NIGP 61600 OFFICE SUPPLIES, GENERAL, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY, NIGP 61560 Office Supplies, General (Not Otherwise Classified), NIGP 61500 OFFICE SUPPLIES, GENERAL, NIGP 61000 OFFICE SUPPLIES: CARBON PAPER AND RIBBONS, ALL TYPES, NIGP 616 OFFICE SUPPLIES, GENERAL, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY, NIGP 62098 Misc. Office Supplies, NIGP 61574 Recycled Office Supplies, NIGP 57899 Miscellaneous Office Supplies, NIGP 620 Office Supplies: Erasers, Inks, Leads, Pens, Pencils, etc., NIGP 61573 Recycled Office Supplies, NIGP 615 Office Supplies, General, NIGP 610 Office Supplies: Carbon Paper and Ribbons, All Types


Living Wages: YES NO

Highway: YES NO

Heavy Construction: YES NO

Responsible Wages: YES NO

Building: YES NO



SBD Director

8/17/21

Date