



Small Business Development Division

Project Worksheet

Project/Contract Title: **Reproduction and Binding Services** **Received Date:** 3/17/2022
Project/Contract No: **RTQ-02269** **Funding Source:** Various
Department: **Internal Services**
Estimated Cost of Project/Bid: **\$1,390,000.00**
Description of Project/Bid: **A Request to Qualify (RTQ) which will establish a Prequalified Pool of Vendors (Pool) capable of providing reproduction and binding services, including architectural services.**

Contract Measures		
Measure	Program	Goal Percent
Set-Aside	SBE - Goods & Services	
No Measure	SBE - Goods & Services	
Reason for Recommendation		
<p>Each spot market quote under this solicitation must be submitted to SBD for review.</p> <p>SBD reviewed this project pursuant to Implementing Order 3-41 for SBE-Goods and/or Services. Project information analyzed included the project's scope of services, estimated project cost, minimum requirements/qualifications and funding source. Additional factors included the Verification of Availability process, which included follow-up phone calls to determine availability and assignment of the noted measures. Eight (8) SBE firms certified in the commodity codes below were contacted through the Verification of Availability process; three (3) responded as being able to meet qualification criteria and provide the requested goods and/or services. The following measures are applicable to this solicitation:</p> <p>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).</p> <p>No Measure: when the funding source precludes the application of small business measures.</p> <p>The goods and/or services under this solicitation fall under the covered services listed in article (F)(vi) of Sec. 2-8.9 of the Code, Living Wage Ordinance. As such, Miami-Dade County Living Wage is applicable.</p> <p>The work description codes assigned based on the scope of services are:</p> <p>NIGP 90810 Bookbinding Services, Custom, NIGP 96214 Blue Printing Services: Blue Prints, Blue Line, Large Engineering, NIGP 96685 Snap-Out Form Printing (See 395-70,80 for Continuous Shelf Items), NIGP 96650 Printing: Books, Catalogs, Magazines, Pamphlets, Etc. (Except Legislative Journals And Periodicals)</p>		

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

 SBD Director

4-11-22

 Date