



Small Business Development Division Project Worksheet

Project/Contract Title: TITLE COMPANY SERVICES FOR TAX COLLECTOR **Received Date:** 08/13/2012
Project/Contract No: RFP816 **Funding Source:** PROPRIETARY
Department: FINANCE DEPARTMENT
Estimated Cost of Project/Bid: \$900,000.00 **Resubmittal Date(s):**
Description of Project/Bid: To establish a contract to solicit proposals for the services of a title or abstract company, or law firm, to provide certified ownership and encumbrance (O&E) reports for tax deed applications.

Contract Measures Recommendation		
Measure	Program	Goal Percent
Selection Factor	SBE	

Reasons for Recommendation
SELECTION FACTOR This project meets all the criteria set forth in I.O. #3-41. The six (6) SBE firms certified in the required Commodity Codes were polled; none responded in the affirmative. Commodity Code: 91874-Legal Consulting; 95387-Title; 96149-Legal Services, Attorneys

Analysis for Recommendation of a Goal				
Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
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.

REVIEW RECOMMENDATION			
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 <input checked="" type="checkbox"/>	
CWP _____	SBD Director		Date _____