

**Small Business Development Division
Request for Goal Assignment, Form SB-20**

Date

Department:

Project:

Project #:

Opening Date:

Closing Date:

RLI: Yes No

Check One: New Contract Request for Modification Contract Extension

Federal funding applicable? Yes No

Name and Title of Using Agency Contact (for additional information/questions):

1. Total Estimated Project Value: \$

2. Detailed Project Description (be as specific as possible as to the activities, participants, materials used, and other information germane to understanding the project).

Example (replace this language with your project description): We have requested the establishment of an Open-End agreement for Repair, Replacement, and Preventative Maintenance of Fire Hydrants. Said agreement shall be in effect for a period of Two years--renewable one additional year period. This open-end contract will contain twenty (21) commodity codes broken into three sections whereby each bidder must bid on all to be considered responsive. Repair and Replacement projects will be assigned to the contractor on an as-needed or emergency basis during the entire term of the contract. Preventative Maintenance work will be assigned on a monthly basis. Work assignments will be included in all three of EOD's districts--traversing an area from County Line Road to Hillsboro Blvd. This bid shall replace price agreement Q700178B201 which will expire on 01/22/2004. The terms, conditions, and specifications of this agreement will be similar in scope to the existing contract. There were no SDBE goals specified in this agreement. Much of this work involves specialized equipment and training, however, the excavations and landscape restoration sections would be areas that can be sub-contracted.

3. Percentage Breakdown of each Specialty involved in the Scope of Work (should total to 100%). Be specific, breaking down project segments into small components. This information, in conjunction with market availability information, will be used to set the goal for the project.

Example (replace with your percentage breakdown):

| | | |
|----|---|--------------------|
| 1. | <i>Locate Valves utilizing OES GIS viewer</i> | <i>10%</i> |
| 2. | <i>Preventative Maintenance on Hydrants</i> | <i>10%</i> |
| 3. | <i>Take GIS readings</i> | <i>5%</i> |
| 4. | <i>Compile MS Access Database</i> | <i>5%</i> |
| 5. | <i>Repair Hydrants</i> | <i>20%</i> |
| 6. | <i>Replace/Install new hydrants</i> | <i>25%</i> |
| 7. | <i>Excavation</i> | <i>20%</i> |
| 8. | <i>Landscape Restoration</i> | <i>5%</i> |
| | <i>TOTAL</i> | <i>100%</i> |

100%

This is the final project description and scope of work that will be published in the Purchasing Division document. I certify that the information contained in this document is true and correct, given my understanding of this project on this date. I understand that any changes to the scope of work or total estimated project value may affect the goal setting methodology and require a revision to the goal as set, and that I am required to submit a **revised request for goals** to the Small Business Development Division should any substantive or material changes take place. Goals should only be requested when scopes of work have been finalized, to avoid delays associated with cancellation and reissuance of bids and RLIs, and reevaluation of projects for goals.

Submitted,

Project Manager Date

Dept/Div/Office Director Date