



# City of Gainesville

## Office of Equity & Inclusion

### Small Business Efforts Checklist

Department to complete and include in backup documents for purchases over \$100,000 that require City Commission approval.

Purchase is based upon (selection section 1 or 2 to complete):

**1. Formal Bid through Procurement**      Type (i.e. ITB, etc.): RFQ      Bid #: RTSX-250031-DS

Bid Name: A&E Services for Eastside Bus Transfer Facility (Rebid)

Category: Professional Services

Supplemental Bidder List included S/W/M/SDVOBs:       Yes     No

List Sources for Supplemental Bidders: Dept (21), FDOT DBE list (751) and DBMS result (6)

Bid(s) submitted by \*S/W/M/SDVOBs:       Yes     No

Is recommended award to a S/W/M/SDVOB:       Yes     No

Awardee Name: Monarch Design Group LLC    Amount: N/A

Was the 5% preference awarded to qualified small business? Preference not permitted with federal funds

Was an applicable Bidder List sufficient to generate adequate number of responses:     Yes     No

City's Diversity Business Management System

State of Florida Certified Vendor Directory

Florida Department of Transportation Directory

Requesting Department Personnel

Internet

Online Trade Journals

Online Professional Associations

Other: Procurement: OpenGov notified 30.668 suppliers plus the vendors in the lists mentioned above.

Was the Local Small Business Procurement Program Coordinator contacted to obtain a list of available vendors?

Yes     No    12/2/24 Procurement sent email to OEI notifying them of solicitation release.

Was a phone survey conducted to determine interest level and was new potential sources sought out if low response anticipated?

Yes     No    N/A



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Identify or explain other Good Faith Efforts undertaken for this procurement to ensure that S/M/W/SDVOBs had the maximum opportunity to compete for the solicitation to provide goods and/or services.

Trade shows, exhibits, and conventions

State and federal Procurement contracts

May add the County's small business listing as a resource

This project is funded by FTA which required RTS' DBE liason to specifically provide a list of FDOT DBEs mentioned above.

**2. Method of Source Selection Form**    Type:     Continuing Contracts     Sole Source     Specified Source

Was this Method of Sole Source posted on Demandstar or GovSpend?: \_\_\_\_\_ Other: \_\_\_\_\_

\*S=Small, W=Woman, M=Minority, SDVOB=Service Disabled Veteran Owned Business