

Exhibit 2

PROCUREMENT STAFF - UNIT COST OF BID				
TASK	STAFF	HOURS	HOURLY RATE	TOTAL
Procurement Director receives Procurement Department Request Form For Release of BID, Final Scope of Work and criteria for Release of bid from Project Manager. Review and assignment of Bid to Procurement Specialist.	Procurement Director	2	\$ 56.31	\$ 112.63
Procurement prepares first draft of Bid for Project Manager Review.	Procurement Specialist	10	\$ 20.10	\$ 200.96
	Contracts Coordinator	3	\$ 31.60	\$ 94.80
	Procurement Director	3	\$ 56.31	\$ 168.94
	Procurement Clerk	3	\$ 22.18	\$ 66.53
Procurement makes all revisions as requested by Project Manager.	Procurement Specialist	4	\$ 20.10	\$ 80.38
	Procurement Director	1	\$ 56.31	\$ 56.31
RELEASE OF BID - PROCUREMENT POSTS ON CITY WEBSITE DEMANDSTAR, AND OTHER ELECTRONIC MEANS OF MEDIA	Procurement Clerk	3	\$ 22.18	\$ 66.53
	Procurement Specialist	4	\$ 20.10	\$ 80.38
MANDATORY PRE PROPOSAL CONFERENCE	Procurement Specialist	1	\$ 34.36	\$ 34.36
	Procurement Specialist	1	\$ 20.10	\$ 20.10
	Contracts Coordinator	1	\$ 31.60	\$ 31.60
	Procurement Director	1	\$ 56.31	\$ 56.31
Processing of Addenda (Based on an average of four (4) addendums, from FY16 to date.)	Procurement Specialist	8	\$ 20.10	\$ 160.77
	Contracts Coordinator	4	\$ 31.60	\$ 126.41
	Procurement Director	4	\$ 56.31	\$ 225.25
RELEASE OF ADDENDUM	Procurement Specialist	2	\$ 20.10	\$ 40.19
PROPOSAL RECEIPT AND BID OPENING	Procurement Clerk	1	\$ 22.18	\$ 22.18
	Procurement Specialist	0.5	\$ 34.36	\$ 17.18
	Procurement Specialist	0.5	\$ 20.10	\$ 10.05
	Contracts Coordinator	0.5	\$ 31.60	\$ 15.80
	Procurement Director	0.5	\$ 56.31	\$ 28.16
REVIEW OF BID PROPOSAL	Procurement Specialist	10	\$ 20.10	\$ 200.96
	Contracts Coordinator	3	\$ 31.60	\$ 94.80
	Procurement Director	3	\$ 56.31	\$ 168.94
Procurement meets with Project Manager to go over the Bid.	Procurement Specialist	1	\$ 20.10	\$ 20.10
	Contracts Coordinator	1	\$ 31.60	\$ 31.60
TOTAL STAFF HOURS AND COST		76		\$ 2,232.23