



**ITEM ID:** 2023-189-0

**TRANSMITTAL DATE:** May 5, 2023

**MEETING DATE:** May 12, 2023

**TO:** Contracts, Operations, Maintenance, and Safety Committee

**FROM:** Arnold Hackett, Chief Financial Officer

**SUBJECT:** Quarterly Report of Contracts Awarded and Third-Party Agreements Executed Under the Chief Executive Officer's Authority

**Issue**

The Board of Directors approved the Authority's revised Procurement and Contracting Policies (Revised Policies) on November 8, 2019. Section 3 of the Revised Policies requires the Chief Executive Officer (CEO) to provide a quarterly report to the Board with a list of contracts awarded above \$250,000 and under the CEO's contract award authority of \$500,000.

On July 26, 2019, the Board authorized the CEO to execute Third-Party Agreements (TPAs) with other public agencies up to \$500,000, and to provide a quarterly report to the Board with a list of applicable executed TPAs between \$250,000 and \$500,000.

This report meets these Board requirements for the third quarter of FY 2023, which covers January 1, 2023, through March 31, 2023.

**Recommendation**

Receive and file.

**Strategic Commitment**

This report aligns with the strategic Business Plan commitment of:

- **Modernizing Business Practices:** We will improve our operational efficiency through transparency, objective metrics and streamlined governance, reducing over-reliance on

subsidy while bringing our system into a state of good repair and investing in the development of our employees. Increasing the CEO's authority to \$500,000 has allowed for the expedited award of contracts and TPAs.

### **Background**

Upon its approval of the Revised Policies, the Board also requested that the CEO provide a quarterly report to the Board with a list of contracts awarded under the CEO's new authority level. This requirement is included in Section 3 of the Revised Policies.

Similarly, the Authority had committed to providing the Board with a list of quarterly TPAs executed by the CEO between \$250,000 and \$500,000.

This report meets these Board report requirements for the third quarter of FY23, which covers January 1, 2023 through March 31, 2023.

### **Discussion**

In the reporting period, the CEO awarded three contracts valued between \$250,000 and \$500,000.

Contract No.	Vendor	Award Amount	Term	Requesting Department	Synopsis	Award Date	DBE Goal
PO909-23	CAPPO MGMT XXXIV dba Freeway Toyota of Hanford	\$468,877.64	One-time Purchase	Facilities & Fleet	Purchase of 14 2023 Toyota RAV4 Hybrids	January 9, 2023	None
PO912-23	Graybar Electric Co., Inc.	\$282,000.00	23 Months	Materials Mgmt.	Consumable Electrical Components	February 1, 2023	N/A
EP223R-23	Mitchell Equipment Corporation	\$403,746.00	17 Months	Facilities	Purchase of two High-Rail Lifts	February 7, 2023	None

In the third quarter of FY23, there were no TPAs executed by the CEO valued between \$250,000 and \$500,000.

### **Next Steps**

In September, staff will present the FY23 fourth quarter report, covering contracts awarded

and TPAs executed by the CEO from April through June.

Prepared by: Roberta Urtasun, Sr. Administrative Assistant

Approved by: Arnold Hackett, Chief Financial Officer

**Attachment(s)**

[Presentation - Quarterly Report of Contracts Awarded and Third-Party Agreements Executed Under the Chief Executive Officer's Authority](#)