



ITEM ID: 2023-189-0

TRANSMITTAL DATE: May 19, 2023

MEETING DATE: May 26, 2023

TO: Board of Directors

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](#)