



**ITEM ID:** 2024-172-0

**TRANSMITTAL DATE:** May 17, 2024

**MEETING DATE:** May 24, 2024

**TO:** Board of Directors

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

**SUBJECT:** Purchase Order No. PO951-25 - Specialized Equipment for Communication System - Recommendation to Award - CDW Government LLC

### **Issue**

The Authority's Materials Management Division requires Specialized Equipment for the Authority's communication system. Specialized Equipment includes Speakers, Wi-fi routers, ethernet port, transceiver and transceiver modules, security cameras and other related items are needed to maintain the Authority's communication system throughout the network.

### **Recommendation**

Contracts, Operations, Maintenance, and Safety Committee recommended (4-0) the Board authorize the Chief Executive Officer to award Purchase Order (PO) PO951-25 for Specialized Equipment for Communication System to CDW Government LLC in a total not-to-exceed amount of \$900,000.

### **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 reliance on subsidy while bringing our system into a state of good repair and investing in the development of our employees. This Contract for Specialized Communication System provides access to critical specialized communication components that help maintain Metrolink's communication system in a state of good repair.

## **Background**

CDW was previously awarded an annual no-to-exceed authority, as part of the Annuals process, approved each year by the Board of Directors. The historical purchases from CDW in the recent years can be found below:

Fiscal Year	Released
FY24	\$207,667 (As of Mar 2024)
FY23	\$155,761.32
FY22	\$71,794.70
FY21	\$176,729.88

The Authority has purchased various specialized communication related materials from CDW over the years. The Materials Management Division has identified a purchase forecast for the Authority's needs based on the historical purchases for the Authority's communication system from CDW. The Project Manager calculated the average based on the actual amounts against a weight, giving more weight to the most recent fiscal years. Additionally, the requested amount was calculated based on the annual average multiplied by two (2) years plus some extra room for inflation.

## **Discussion**

Staff has identified OMNIA Partners Cooperative Agreement Contract No. 23-6692-02, which was competitively awarded to CDW in May 2023 by the Cobb County, GA. The purpose of the solicitation was to establish a national cooperative contract for Technology Product Solutions and Related Services. The proposals were evaluated by an evaluation committee using the evaluation criteria established in the Request for Proposal (RFP), the committee elected to enter into negotiations with CDW and proceeding with contract award upon successful completion of negotiations.

Staff has found that utilizing OMNIA Cooperative Agreement No. 23-6692-02 to be beneficial to the purchases of specialized equipment for the Authority's communication system. Discounts are applied to Authority's frequently purchased items such as Speakers, Wi-fi routers, ethernet port, transceiver and transceiver modules, security cameras and other related items. Also, freight costs are included in the quoted unit prices and there will not be additional freight costs.

The expiration of the PO is set April 30, 2026, in accordance with the OMNIA Partners Cooperative Agreement Contract No. No. 23-6692-02 issued by Cobb County, GA. The Authority will extend the expiration of the PO once the option year(s) is exercised up to April 30, 2028. Purchase Orders will be issued on an as-needed basis.

## **Budget Impact**

The funds to cover purchases through this contract have been included in the Proposed Materials Management Maintenance of Way Operating budget for FY25. Amounts for this award may only be expended upon the approval by both Member Agencies and SCRRA

Board of Directors of the FY25 Operating Budget. Funding for subsequent Fiscal Years will be requested through the annual budget request process.

**Next Steps**

Upon award by the Board, staff will issue a Contract Purchase Agreement PO951-25 to CDW Government LLC for Specialized Equipment for Communication System for the Authority's inventory replenishment in a total not-to-exceed amount of \$900,000. The Purchase Orders will be issued on an as-needed basis.

Prepared by: Arisa Hicks, Contract and Compliance Administrator  
Eduardo Tovar, Manager II, Inventory Control

Approved by: Arnold Hackett, Chief Financial Officer

**Attachment(s)**

[Presentation - Purchase Order No. PO951-25 - CDW Government LLC](#)