

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 5/8/2019

Staff Report No. 19-141

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager
SUBJECT: Status of Contract and Purchase Orders over \$50,000

BRIEFING ITEM

RECOMMENDED ACTION(S):

Consider receiving the Quarterly Report on the Status of Contracts and Purchase Orders (PO) over \$50,000.

BUDGETARY/FISCAL IMPACT:

There is no budgetary impact associated with this report. Any budget impact was previously addressed at the time of each contract award or PO issuance.

BACKGROUND/RATIONALE:

Board Policy 465 requires that the Board of Directors review on a quarterly basis the status of all contracts and purchase orders over \$50,000 awarded by the District. The attachments to this report represent procurement actions in the \$50,000 - \$100,000 range, as well as those that require a formal procurement process when the award value is at least \$100,000. Typically, purchase orders are valid for the fiscal year in which they are issued. Exceptions to this practice occur most commonly in capital projects where funds may roll over to the next fiscal year. Additionally, procedures have been established to track expiring contracts, and a 10-month rolling report is sent to project managers monthly to remind them of the expiring contract. This report enables the Purchasing Department to work proactively and closely with requesting departments to renew, rebid, or let contracts expire.

ADVANTAGES/DISADVANTAGES:

There are no advantages or disadvantages associated with this report.

ALTERNATIVES ANALYSIS:

There is no alternate analysis. This report fulfills the reporting requirements established under Board Policy 465.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 465-Procurement Policy

ATTACHMENTS:

1. Contracts valued at \$100,000 or more awarded from January 1, 2019 to March 31, 2019.
2. Purchase Orders valued at \$50,000-\$100,000 from January 1, 2019 to March 31, 2019.
3. Purchase Orders valued at \$100,000 or more from January 1, 2019 to March 31, 2019.

Approved by:

Claudia L. Allen, Chief Financial Officer

Reviewed by:

Denise C. Standridge, General Counsel

Gene Clark, Director of Procurement and Materials

Prepared by:

Fred Walls, Acting Purchasing & Materials Manager