

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 2/24/2021

**Staff Report No. 21-114**

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**TO:** AC Transit Board of Directors  
**FROM:** Michael A. Hursh, General Manager  
**SUBJECT:** Active Contracts Spend Report

### BRIEFING ITEM

#### **RECOMMENDED ACTION(S):**

Consider receiving the Quarterly Report on the Status of Active Contracts and Spending Amounts over \$250,000.

#### **STRATEGIC IMPORTANCE:**

Goal - Financial Stability and Resiliency

Initiative - Financial Efficiency and Revenue Maximization

This report provides a detailed accounting of contract spending for all active contracts throughout the District. Additionally, it provides an effective tool for staff and the Board to monitor contract activity.

#### **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 purchase order issuance.

#### **BACKGROUND/RATIONALE:**

Board Policy 465 requires that the Board of Directors review the status of all contracts over \$250,000 awarded by the District on a quarterly basis. This report contains detailed accounting information of all active contracts, including the purpose, effective and expiration dates, contract value, and the amounts paid to date.

#### **ADVANTAGES/DISADVANTAGES:**

This report allows Executives, Department Directors and Project Managers to effectively monitor spending and to take steps to improve their contract administration activities where appropriate.

#### **ALTERNATIVES ANALYSIS:**

This report is provided for informational purposes and fulfills the reporting requirements established under Board Policy 465.

#### **PRIOR RELEVANT BOARD ACTION/POLICIES:**

Board Policy 465-Procurement Policy

**ATTACHMENTS:**

1. Contracts Spend Report

**Prepared by:**

Fred Walls, Procurement and Materials Director

**Approved/Reviewed by:**

William Tonis, Director of Project Controls & Systems Analysis

Chris Andrichak, Chief Financial Officer

Jill A. Sprague, General Counsel