

Minute Action

AGENDA ITEM: 2

Date: August 14, 2024

Subject:

June and July 2024 Procurement Report

Recommendation:

Receive the June 2024 and July 2024 Procurement Report.

Background:

The Board of Directors adopted the Contracting and Procurement Policy (Policy No. 11000) on January 3, 1997, and approved the last revision on January 4, 2023. The Board of Directors authorized the Executive Director, or his designee, to approve: a) contracts and purchase orders up to \$100,000; b) Contract Task Orders (CTO) up to \$500,000 and for CTOs originally \$500,000 or more, increasing the CTO amount up to \$250,000; c) amendments with a zero dollar value; d) amendments to exercise the option term if the option term was approved by the Board of Directors in the original contract; e) amendments that cumulatively do-not-exceed 50% of the original contract or purchase order value or \$100,000, whichever is less; f) amendments that do-not-exceed contingency amounts authorized by the Board of Directors; and g) release Request for Proposals (RFP), Request for Qualifications (RFQ), and Invitation for Bids (IFB) for proposed contracts from which funding has been approved and the solicitation has been listed in the Annual Budget, and are estimated not-to-exceed \$1,000,000.

The Board of Directors further authorized General Counsel to award and execute legal services contracts up to \$100,000 with outside counsel as needed, and authorized Department Directors to approve and execute Contingency Amendments that do-not-exceed contingency amounts authorized by the Board of Directors.

Lastly, the Board of Directors authorized CityCom Real Estate Services, Inc. (CityCom) to issue contracts and purchase orders.

Below is a summary of the actions taken by SBCTA authorized staff:

- Five new contracts were executed.
- Four contract amendments were executed.
- One CTO was executed.
- No CTO amendments were executed.
- Two contingency amendments were executed.
- Ten purchase orders were executed.
- One purchase order amendment was executed.
- No IFB's or RFP's were released.

Below is a summary of the actions taken by CityCom:

- No new contracts were executed.
- Two purchase orders were executed.

Entity: San Bernardino Council of Governments, San Bernardino County Transportation Authority

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A list of all Contracts and Purchase Orders that were executed by the Executive Director, Department Director, and/or General Counsel during the month of June and July 2024 are presented herein as Attachment A, all RFPs and IFBs are presented in Attachment B, and all CityCom's contracts and purchase orders are presented in Attachment C.

Financial Impact:

This item is consistent with the adopted Budget for Fiscal Year 2024/2025. Presentation of the monthly procurement report demonstrates compliance with the Contracting and Procurement Policy.

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee.

Responsible Staff:

Jeffery Hill, Project Controls Analyst III

Approved
General Policy Committee
Date: August 14, 2024

Witnessed By:

San Bernardino Council of Governments
San Bernardino County Transportation Authority

Attachment A - 1
June and July 2024 Contract/Amendment/CTO Actions

Type	Contract Number	Amendment/CTO	Vendor Name	Contract Description	Original Amount	Prior Amendments	Current Amendment	Total Amount	Total On-Call Contract Amount*
New Agreement	24-1003152		Nossaman LLP	Legal services relating to the ONT Connector Project.	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	N/A
New Agreement	24-1003153		Southern California Shredding, Inc.	Paper shredding services.	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	N/A
New Agreement	24-1003174		Woodruff & Smart, APC	General Governmental legal services.	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	N/A
New Agreement	24-1003109		Kaplan Kirsch, LLP	On-Call legal services.	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	N/A
New Agreement	24-1003182		Donovan Bros. Golf, Inc.	Banquet Hall rental and catering services for December 13, 2024; December 12, 2025, and December 11, 2026.	\$ 33,943.92	\$ -	\$ -	\$ 33,943.92	N/A
Contract Amendment	20-1002389	1	Whistleblower Security, Inc.	To increase the not-to-exceed amount for subscription that allows employees the ability to report ethical concerns anonymously.	\$ 6,375.00	\$ -	\$ 493.82	\$ 6,868.82	N/A
Contract Amendment	23-1002949	1	Best Best & Krieger LLP	To increase contract amount for legal services relating to government operations.	\$ 5,000.00	\$ -	\$ 50,000.00	\$ 55,000.00	N/A
Contract Amendment	23-1002949	2	Best Best & Krieger LLP	To increase hourly billing rates and provide for annual escalation tied to Consumer Price Index (CPI), upon request and approval, for the duration of the contract period.	\$ 5,000.00	\$ 50,000.00	\$ -	\$ 55,000.00	N/A
Contract Amendment	21-1002447	2	DesertXpress Enterprises, LLC	Memorandum of Understanding Contract to extend the term of the agreement through July 6, 2025.	\$ -	\$ -	\$ -	\$ -	N/A
CTO	23-1002904	CTO No. 8	Mott MacDonald Group, Inc.	Engineering services for the Santa Fe Depot Bus Stop Improvement Project.	\$ 145,437.00	\$ -	\$ -	\$ 145,437.00	\$20,000,000.00 (available \$8,940,536.99)

Attachment: June and July 2024 Procurement Report- PDF (10270 : June and July 2024 Procurement

*Total amount authorized for the associated on-call services bench which is typically shared with multiple vendors and controlled via contract task orders (CTO).

Attachment A - 2
June and July 2024 Contingency Released Actions

Contract No. & Contingency No.	Reason for Contingency Amendment (Include a Description of the Contingency Amendment)	Vendor Name	Original Contract Amount	Prior Amendments	Prior Contingencies	Current Contingencies	Amended Contract Amount
22-1002736 No. 1B	Additional project construction activity and support costs for Construction Freeway Service Patrol (CFSP) Support for I-10 Express Lanes Corridor Project for Beat No. 9.	Royal Coaches Auto Body & Towing	\$ 3,102,514.00	\$ -	\$ 510,000.00	\$ 26,604.12	\$ 3,639,118.12
22-1002727 No. 0A	Additional resources needed to meet project deadlines and additional coordination with Caltrans needed for the SR-210 Waterman Design Contract.	EXP U.S. Services, Inc.	\$ 644,666.32	\$ -	\$ -	\$ 64,466.63	\$ 709,132.95

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Attachment A - 3

June and July 2024 Purchase Order and Purchase Order Amendment Actions

Type	PO No.	PO Posting Date	Vendor Name	Description of Services	Original Purchase Order Amount	Prior Amendments	Current Amendment	Total Purchase Order Amount
New PO	4002483	6/30/24	Inland Empire 66ers Baseball, Club San Bernardino	SB Connect Marketing.	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
New PO	4002484	6/19/24	Golden Star Technology, Inc.	MS surfaces, docks and type covers.	\$ 21,045.71	\$ -	\$ -	\$ 21,045.71
New PO	4002485	6/19/24	Lock & Leave Storage	Lock & leave callbox storage.	\$ 5,808.00	\$ -	\$ -	\$ 5,808.00
New PO	4002490	6/18/24	AT&T Mobility	FSP GPS tracking units Fiscal Year 2025.	\$ 11,700.00	\$ -	\$ -	\$ 11,700.00
New PO	4002491	6/19/24	Verizon Wireless	Callbox cellular services Fiscal Year 2024-2025.	\$ 16,900.00	\$ -	\$ -	\$ 16,900.00
New PO	4002494	6/12/24	Copperfasten Technologies, Limited	SpamTitan Renewal.	\$ 8,800.00	\$ -	\$ -	\$ 8,800.00
New PO	4002498	6/25/24	Beauchamp, Paula	SBCTA representative at MVSG litigation proceedings.	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
New PO	4002498	6/23/24	Calolympic Safety	160 FSP Driver Safety Vests.	\$ 10,440.00	\$ -	\$ -	\$ 10,440.00
New PO	4002509	7/31/24	CityCom Real Estate Services	SB Depot HVAC upgrade phase II capital improvement HVAC.	\$ 3,847.87	\$ -	\$ -	\$ 3,847.87
New PO	4002505	7/2/24	Fifth Asset, Inc.	Lease and subscription based info tech agreement software.	\$ 80,000.00			\$ 80,000.00
PO Amendment	4002393		Unitrend	Zero-cost purchase order extension to the existing backup systems.	\$ -	\$ -	\$ -	\$ -

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Attachment B
June and July 2024 RFP's, RFQ's and IFB's

Release Date	RFP/RFQ/IFB No.	Anticipated Dollar Amount	Anticipated Award Date	Description of Overall Program and Program Budget
None				

Attachment C
June and July 2024 CityCom's Issued Purchase Orders/Contracts

PO/Contract No.	Vendor Name	Description of Services	Total Amount
PO No. SBCTA50108	Weatherite Corp.	Replace VFD controller for pump room cooler.	\$ 6,996.14
PO No. SBCTA50206	Jubilee Plumbing Inc.	Replace damaged water heater on 2nd floor.	\$ 3,825.00