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Memorandum

TO: BATA Oversight Committee

DATE: October 1, 2008

FR: Deputy Executive Director, Operations

RE: Purchase Order Amendment – Purchase of 25,000 FasTrak[®] Retail Toll Tags: Sirit Corporation

In May 2007, based on an Invitation For Bid (IFB), BATA entered into a contract with Sirit Corporation to purchase 120,000 retail toll tags to fulfill new FasTrak[®] retail accounts. The retail toll tags are those that may be obtained at participating Safeway and Costco retail locations. The contract included two options for BATA to purchase an additional 50,000 tags (25,000 toll tags per option) at any time after the initial quantity of 120,000 had been ordered.

In order to replenish BATA's current supply and maintain a sufficient continuous supply of retail toll tags to meet demand, staff is requesting the Committee to authorize one of the two options for 25,000 additional retail toll tags. These tags are projected to last until June 2009.

Recommendation

Staff recommends that the Committee authorize the Executive Director or his designee to issue a purchase order amendment to Sirit Corporation in an amount not to exceed \$455,391 to furnish 25,000 retail toll tags for the FasTrak[®] Retail Program.

Ann Flemer

AF:LL

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Purchase Order Amendment

Work Item No.: 1252

Vendor: Sirit Corporation
Carrollton, TX

Work Project Title: FasTrak[®] Retail Toll Tags

Purpose of Project: To replenish inventory of retail toll tags.

Brief Scope of Work: Exercise Option 1 to purchase 25,000 toll tags for the FasTrak[®] Retail Program.

Project Cost Not to Exceed: \$455,391

Funding Source: Toll Funds

Fiscal Impact: Project costs are consistent with funds programmed and budgeted in the BATA Toll Bridge Rehabilitation Program.

Motion by Committee: That the Executive Director or his designee is authorized to issue a purchase order amendment to Sirit Corporation to purchase 25,000 toll tags for the FasTrak[®] Retail Program and the Chief Financial Officer is authorized to set aside funds up to \$455,391 for such amendment.

BATA Oversight Committee:

Steve Kinsey, Chair

Approved: Date: October 8, 2008