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Memorandum

TO: BATA Oversight Committee

DATE: September 1, 2010

FR: Executive Director

RE: Purchase Order Amendment – Purchase of 30,000 FasTrak[®] Retail Toll Tags: Sirit Corporation

In September 2009, following issuance of an Invitation for Bid (IFB), BATA issued two separate purchase orders to Sirit Corporation to purchase 110,000 retail toll tags and 300,000 non-retail toll tags to fulfill new FasTrak[®] accounts. The retail toll tags are those that may be obtained at participating Safeway, Costco, and Walgreens retail locations.

As a result of the toll increase on July 1, 2010, there has been a significant increase in the number of retail toll tags that have been obtained by motorists. However, there has been no corresponding increase in demand for the non-retail tags, therefore, to ensure that there continues to be an adequate supply of the retail toll tags, staff is requesting that the Committee authorize adjustments to the purchase orders with Sirit to increase the number of retail toll tags procured by 30,000 and decrease the number of non-retail tags purchased by 38,254. Given that the per-unit cost of the retail toll tags is greater, these adjustments will not have any cost impact to the total dollar value of the two purchase orders combined.

Recommendation

Staff recommends that the Committee authorize the Executive Director or his designee to issue purchase order amendments to Sirit Corporation which add an amount not to exceed \$622,508 to furnish 30,000 additional retail toll tags and deducts \$622,508 to remove 38,254 non-retail toll tags for the FasTrak[®] program.

Steve Heminger

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REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Purchase Order Amendment

Work Item No.: 1252

Vendor: Sirit Corporation
Chula Vista, CA

Work Project Title: FasTrak[®] Retail Toll Tags

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

Brief Scope of Work: Purchase order amendment to purchase 30,000 additional retail toll tags for the FasTrak[®] Program, and purchase order amendment to reduce 38,254 non-retail toll tags for the FasTrak[®] Program.

Project Cost Not to Exceed: Purchase Order for retail toll tags \$622,508 – this amendment, current purchase order amount \$1,056,675

Purchase Order for non-retail toll tags (\$622,508) – this amendment, current non-retail purchase order amount \$7,179,915

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 retail tag purchase order amendment to Sirit Corporation to purchase an additional 30,000 retail toll tags for the FasTrak[®] Program and the Chief Financial Officer is authorized to set aside funds up to \$622,508 for such amendment and to issue a non-retail toll tag purchase order amendment to Sirit Corporation to remove 38,254 non-retail toll tags for the FasTrak[®] Program and the Chief Financial Officer is authorized to deduct funds up to \$622,508 for such amendment.

BATA Oversight Committee:

Bill Dodd, Chair

Approved: Date: September 8, 2010