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## *Memorandum*

TO: BATA Oversight Committee

DATE: October 3, 2011

FR: Executive Director

RE: Purchase Order Amendment – Purchase of 10,000 FasTrak<sup>®</sup> Retail Toll Tags: Sirit Corporation (\$125,300)

In December 2011, based on the results from a competitive Invitation For Bid (IFB) process, BATA issued a purchase order to Sirit Corporation to purchase 150,000 standard toll tags and 69,000 retail toll tags. The purchase order included an option for BATA to purchase up to an additional 10,000 retail toll tags at a unit cost of \$12.53/tag at any time after the initial quantity toll tags had been ordered.

Staff expects to deplete retail tags currently in stock before the end of the year. As such, staff is requesting the Committee to authorize the option for the purchase of 10,000 additional retail toll tags to maintain a sufficient supply to meet demand. A new IFB will be issued to procure additional tags thereafter.

### *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 \$125,300 to furnish 10,000 retail toll tags for the FasTrak<sup>®</sup> project, as described herein.

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Steve Heminger

SH:bz

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Purchase Order Amendment

Work Item No.: 1253

Vendor: Sirit Corporation  
Irvine, CA

Work Project Title: FasTrak<sup>®</sup> toll tag Procurement

Purpose of Project: To provide 10,000 retail toll tags for the FasTrak<sup>®</sup> Regional CSC project.

Brief Scope of Work: Exercise the option to purchase 10,000 additional retail toll tags for the FasTrak<sup>®</sup> Regional CSC project

Project Cost Not to Exceed: \$125,300 = This purchase order amendment  
\$2,681,111 = Previous purchase order amount  
\$2,806,411 = New total maximum combined purchase order amount

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 provide retail toll tags for the FasTrak<sup>®</sup> Regional Customer Service Center project and the Chief Financial Officer is directed to set aside funds in an amount up to \$125,300 for such purchase order amendment.

BATA Oversight Committee:

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Bill Dodd, Chair

Approved: Date: October 10, 2011