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## *Memorandum*

TO: BATA Oversight Committee

DATE: June 5, 2013

FR: Executive Director

W. I. 1253

RE: Purchase Order Amendment – Purchase of 30,000 FasTrak<sup>®</sup> Standard Toll Tags and 30,000 Retail Toll Tags: 3M Corporation (\$742,220)

In November 2012, based on the results from a competitive Invitation For Bids (IFB) process, BATA issued a purchase order to 3M Corporation to purchase 150,000 standard toll tags and 132,000 retail toll tags for the FasTrak<sup>®</sup> Regional Customer Service Center (CSC) project. The purchase order included an option for BATA to purchase up to an additional 30,000 standard tags at a unit cost of \$10.50 per tag and 30,000 retail toll tags at a unit cost of \$12.25 per tag plus tax at any time after the initial quantity of toll tags had been ordered.

Staff expects to deplete toll tags currently in stock before the end of the fiscal year. As such, staff is requesting the Committee to authorize the option for the purchase of 30,000 additional standard toll tags and an additional 30,000 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 two purchase order amendments to 3M Corporation in an amount not to exceed \$342,563 to furnish 30,000 standard toll tags and in an amount not to exceed \$399,657 to furnish 30,000 retail toll tags for the FasTrak<sup>®</sup> CSC project, as described herein.

  
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 Steve Heminger

SH:bz

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## REQUEST FOR COMMITTEE APPROVAL

### Summary of Purchase Order Amendment

Work Item No.: 1253

Vendor: 3M Corporation, Irvine, CA

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

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

Brief Scope of Work: Exercise the option to purchase an additional 30,000 standard and 30,000 retail toll tags for the FasTrak<sup>®</sup> Regional CSC project.

Project Cost Not to Exceed: \$742,220 (This purchase order amendment)  
\$3,471,300 (Previous purchase order amounts)  
\$4,213,520 (New total maximum combined purchase order amounts)

Funding Source: BATA Toll Bridge Rehabilitation Program

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 two purchase order amendments to 3M Corporation to provide toll tags for the FasTrak<sup>®</sup> Regional Customer Service Center project as described above and in the Executive Director's memorandum dated June 5, 2013, and the Chief Financial Officer is directed to set aside funds in an amount of \$742,220 (\$342,563 for the standard toll tags and \$399,657 for the retail toll tags) for such purchase order amendments.

BATA Oversight Committee:

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Bill Dodd, Chair

Approved: Date: June 12, 2013