



Agenda Item No. 7

To: Finance-Auditing Committee/Committee of the Whole
Meeting of October 22, 2009

From: Joseph M. Wire, Auditor-Controller
Celia G. Kupersmith, General Manager

Subject: **FY 09/10 FIRST QUARTERLY REPORT ON CONTRACTS AND
CHANGE ORDERS/CONTRACT AMENDMENTS EXECUTED UNDER
THE GENERAL MANAGER'S AUTHORITY**

Recommendation

The following report is provided for informational purposes and no action is required.

Summary

The General Manager is authorized to award non-routine purchases and services not to exceed \$100,000 and all routine purchases. In addition, the General Manager is authorized to approve change orders to contracts:

- a) If the original contract amount is \$100,000 or less, the total amount of the change orders combined with the original contract amount does not exceed \$100,000; or
- b) If the original contract amount exceeds \$100,000, (i) the change order can be funded with the contract contingency; (ii) total change orders for the contract cumulatively do not exceed ten percent of the original contract price; and (iii) the change order does not exceed \$50,000.

Attached is the FY 09/10 First Quarterly Report on contracts and change orders/contract amendments executed under the General Manager's authority. This report covers activities during the period of July 1, 2009, through September 30, 2009.

Fiscal Impact

There is no fiscal impact as this report is informational.

JMW/CGK/jd

**CONTRACTS AND CHANGE ORDERS/CONTRACT AMENDMENTS
EXECUTED UNDER THE GENERAL MANAGER'S AUTHORITY**

CONTRACTS

PROJECT NAME	AMOUNT OF AWARD	CONTRACTOR/CONSULTANT	DATE OF AWARD
Contract 2009-BT-8-RTCC <i>Bus Air, Fuel and Oil Filters</i>	\$32,554.78 <i>(Category A)</i> \$1,540.00 <i>(Category B #1)</i> \$2,301.20 <i>(Category B #2)</i> \$28,250.90 <i>(Category B #3-7)</i>	Vehicle Maintenance Program MCI Gillig Muncie Transit Supply	07/23/2009
RFP No. 2010-D-2 <i>GASB 45 Actuarial Services</i>	\$30,420.00	Bickmore Risk Services and Consulting	07/27/2009
Sole Source <i>Piaggio Ape Vehicle Repair Parts</i>	\$23,858.06	Meccanica Europea	07/31/2009
Contract No. 2009-BT-7 <i>Filler Neck Assemblies for Buses</i>	\$70,993.82	Muncie Reclamation and Supply dba Muncie Transit Supply	08/06/2009
CMAS 3-04-70-0861C <i>Cisco</i>	\$56,997.16	Extra Team	08/13/2009

CHANGE ORDERS/CONTRACT AMENDMENTS

PROJECT NAME	REASON	AMOUNT OF CHANGE ORDER	CONTRACTOR/CONSULTANT	DATE EXECUTED
RFP No. 2006-D-6 <i>Third Party Administrator for Workers' Compensation Program</i>	First Amendment Reduction of Annual Fee from \$398,529 to \$349,329 for Option Year 4 and Reduction of Annual Fee from \$412,477 to \$361,555 for Option Year 5	(\$100,122.00)	Athens Administrators, Inc.	07/01/2009
Contract No. 2008-BT-2 <i>San Rafael District Administration Building HVAC Improvements</i>	CCO No. 1 Modify New HVAC Curb Details	\$12,134.00	Best Contracting Services	07/09/2009
Contract No. 2008-BT-2 <i>San Rafael District Administration Building HVAC Improvements</i>	CCO No. 2 Revise Order of Work Specifications	\$5,640.15	Best Contracting Services	08/26/2009

PROJECT NAME	REASON	AMOUNT OF CHANGE ORDER	CONTRACTOR/CONSULTANT	DATE EXECUTED
Contract No. 2008-BT-2 <i>San Rafael District Administration Building HVAC Improvements</i>	CCO No. 3 Provide Backing at Roof Parapet Wall	\$7,571.92	Best Contracting Services	08/27/2009
Contract No. 2008-BT-2 <i>San Rafael District Administration Building HVAC Improvements</i>	CCO No. 4 Revise Gravity Vent Details	\$930.82	Best Contracting Services	09/14/2009
Contract No. 2008-BT-2 <i>San Rafael District Administration Building HVAC Improvements</i>	CCO No. 5 Modifications to HVAC Unit 6	\$4,128.91	Best Contracting Services	09/18/2009
Contract No. 2008-BT-2 <i>San Rafael District Administration Building HVAC Improvements</i>	CCO No. 6 Project Closeout	(\$5,000.00)	Best Contracting Services	09/24/2009