

**GOLDEN GATE BRIDGE, HIGHWAY AND TRANSPORTATION DISTRICT**

**RESOLUTION NO. 2008-011**

**APPROVE AMENDMENTS TO THE *PROCUREMENT MANUAL* AND THE *RULES OF THE BOARD* REGARDING PROCUREMENT PROCESSES**

February 8, 2008

**WHEREAS**, the Rules Policy and Industrial Relations Committee/Committee of the Whole, at its meeting of February 8, 2008 has so recommended; now, therefore, be it

**RESOLVED** that the Board of Directors (Board) of the Golden Gate Bridge, Highway and Transportation District hereby approves the following amendments to the *Procurement Manual* and the *Rules of the Board*:

- a. Amend Section III.B.4., of the *Procurement Manual, Informal Bidding – Purchases Over \$2,500 But Not Exceeding \$20,000*, to increase the threshold for telephone quotations for small purchase procurements from \$5,000 to \$10,000;
- b. Amend Section III.C.1., *Professional Services not Exceeding \$7,500*, to increase the threshold for professional services that do not require competitive quotations from \$7,500 to \$10,000;
- c. Amend Section III.C.2., of the *Procurement Manual, Service Contracts Not Exceeding \$20,000*, to increase the threshold from \$20,000 to \$25,000 for retaining services using a simplified negotiations process, and to revise the process to allow the District to solicit by oral or written request, proposals from an adequate number of qualified sources;
- d. Amend Section IV.D.1., of the *Procurement Manual, Notice Inviting Sealed Bids*, to change the way sealed bids are advertised by minimally describing the contract in the advertisement, and referring the potential Bidder to the District's website for the particulars;
- e. Amend Section V.E., of the *Procurement Manual, Request for Proposals (RFPs)*, to provide that the selection criteria should not weigh price as more important than the Proposer's qualifications, experience and technical merits, if it may result in substandard service to the District, with the understanding that the Procurement and Retail Operations Director will review and approve the weighted selection criteria for all RFPs, with the exception of the RFPs administered by the Engineering Department, which in that case, the weighted selection criteria will be reviewed and approved by the District Engineer;
- f. Amend Section I.B., of the *Procurement Manual, Organizational Structure*, and Rule V of the *Rules of the Board, Duties of the General Manager*, to delegate authority to the General Manager to award contracts over \$100,000, for the routine replacement of equipment, supplies and materials that result in a defined product only, with the understanding that said equipment, supplies and materials contracts should not have a policy impact and provided that such procurements are included in the District's approved annual budget (examples of such contracts to include, but not be limited to: computers, compressors, printing of transit system timetables and guides, trucks, fuel and

**RESOLUTION NO. 2008-011**  
**BOARD OF DIRECTORS MEETING OF FEBRUARY 8, 2008**  
**PAGE 2**

dry-docking); and with the further understanding that the Board of Directors' approval will be required for all other contracts over \$100,000, regardless of inclusion in the approved annual budget, including routine, recurring service contracts that do not result in a defined product at their conclusion (examples of such contracts to include, but not limited to: janitorial services, window washing services, revenue collection services and security guard services); and,

- g. After a one-year period, staff will submit a report to the Rules, Policy and Industrial Relations Committee outlining the impacts of these changes to the Procurement processes, identifying cost or time savings achieved through this efficiency initiative.

**ADOPTED** this 8<sup>th</sup> day of February 2008, by the following vote of the Board of Directors:

**AYES (16):** Directors Brown, Cochran, Dufty, Eddie, Hernández, Kerns, McGoldrick, Middlebrook, Newhouse Segal, Pahre, Reilly, Sanders, Sandoval and Stroeh; First Vice President Boro; President Moylan

**NOES (0):** None

**ABSENT (3):** Directors Grosboll and McGlashan; Second Vice President Ammiano

  
**John J. Moylan**  
**President, Board of Directors**

**ATTEST:**   
**Janet S. Tarantino**  
**Secretary of the District**

**Reference:** February 8, 2008, Rules Policy and Industrial Relations Committee, Agenda Item No. 1  
<http://goldengate.org/board/2008/Agendas/documents/Rules080208s1ProcureManual+Rules.pdf>