



**August 28, 2019**

**To:** Finance and Administration Committee  
**From:** Darrell E. Johnson, Chief Executive Officer  
**Subject:** Fourth Quarter Fiscal Year 2018-19 Procurement Status Report

**Overview**

The fourth quarter procurement status report summarizes the procurement activities for information purposes to the Orange County Transportation Authority Board of Directors. This report focuses on procurement activity from April 1 through June 30, 2019, that was approved by the Board of Directors during this period. The fourth quarter procurement status report also projects future procurement activity for the first quarter as identified in the fiscal year 2019-20 budget.

**Recommendation**

Receive and file as an information item.

**Background**

The Board of Directors (Board) approved the Orange County Transportation Authority Fiscal Year (FY) 2018-19 Budget, which identifies the goods and services that will be purchased during the FY. A quarterly procurement report has been prepared detailing the procurement activity for line items that were approved by the Board during the fourth quarter of FY 2018-19. The report also provides a “look-ahead” of upcoming procurement activity by Board committee. The quarterly procurement report identifies contractual activity, not dollars spent.

**Discussion**

During the fourth quarter of FY 2018-19, the Contracts Administration and Materials Management Department handled 571 different contractual documents. Of the total, 466 procurements, valued at \$373,593,066 were completed; the remaining procurements will be executed during the first quarter of FY 2019-20.

In the fourth quarter, the Board acted on 37 procurements. The procurements were split between 12 new agreements valued at \$22,587,996, two amendments valued at \$867,530, three construction change orders valued at \$3,028,455, two cooperative agreements valued at \$12,326,335, ten amendments to cooperative agreements valued at \$23,542,041, one purchase order valued at \$414,906, five sole source agreements valued at \$3,038,744, and two option terms valued at \$2,590,450. Not all procurements are completed within the quarter in which they begin. Often, the procurements require cost and price reviews and negotiations which can lengthen the procurement process. Procurements not completed within the fourth quarter will be completed in the first quarter of FY 2019-20. Attachment A shows a list of Board-approved procurements during the fourth quarter.

Looking forward to the first quarter of FY 2019-20 (July through September 2019), the Board committees will be asked to take action on several items such as:

- Consultant selection for the South Orange County Multimodal Study;
- Award an agreement for the purchase of buses for the iShuttle service;
- Sole source agreement for the purchase of 19 Cummins L9N near-zero emissions bus engines;
- Consultant selection to prepare preliminary engineering and environmental services for the Metrolink Orange County Maintenance Facility; and
- Cooperative agreement with the California Department of Transportation for the Interstate 5 Widening project between Alicia Parkway and El Toro Road.

The estimated value of these upcoming procurements is \$54,582,967. Attachments B through D identify procurement activity anticipated in the first quarter of FY 2019-20 by the committee that will review the items.

### ***Summary***

This report provides an update of the procurement activity for the fourth quarter of FY 2018-19, April through June 2019, as well as a look-ahead at anticipated procurement activity for the first quarter of FY 2019-20. Staff recommends that this report be received and filed as an information item.

**Attachments**

- A. Board-Approved Contracts – Fourth Quarter FY 2018-2019
- B. Regional Planning and Highways Committee – First Quarter Outlook  
(July 1, 2019 – September 30, 2019)
- C. Transit Committee – First Quarter Outlook  
(July 1, 2019 – September 30, 2019)
- D. Finance and Administration Committee – First Quarter Outlook  
(July 1, 2019 – September 30, 2019)

**Prepared by:**



Virginia Abadessa  
Director, Contracts Administration and  
Materials Management  
(714) 560-5623

**Approved by:**



Andrew Oftelie  
Chief Financial Officer,  
Finance and Administration  
(714) 560-5649