



ITEM # 12

DATE: May 7, 2014
TO: Board of Directors
FROM: Marlena Kohler *MK*
Purchasing Manager/DBE Officer
SUBJECT: Report of Contracts Awarded

I. EXECUTIVE SUMMARY

In compliance with the Purchasing Resolution, staff is to provide a monthly report of purchases using the formal bid process and which have a value of more than \$50,000 and less than \$100,000. Since the prior report, one applicable contract has been awarded as follows:

- a. Contract: Design Space Modular Building, Inc.
- b. Dollar Amount: \$82,391.62
- c. Award Rationale: A Request for Proposal was issued on January 17, 2014 for the purchase of a third office trailer. GCT received only one response to this solicitation. Staff conducted a price analysis and determined that DSMB submission was fair and reasonable.

A responsibility determination was also conducted on DSMB. The System for Award Management (SAM), formerly known as Excluded Parties List System (EPLS), was checked for this contractor with no results found, nor was there any complaints filed with the Better Business Bureau (BBB). The references were contacted and provided no negative comments. As a result, DSMB was determined to be a responsible contractor capable of meeting the requirements.

II. SUMMARY & RECOMMENDED ACTION

It is recommended that the Board of Directors receive and file this report.

General Manager's Concurrence

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