

DATE: December 10, 2020

TO: Programs and Administration Committee

FROM: Pat Cabrera, Administrative Services Director

SUBJECT: Contract/Vendor Authorization

SUMMARY

At the December 10, 2020 Programs and Administration (P&A) Committee meeting, staff will recommend approving the following new or augmented contracts and/or service agreements.

DISCUSSION

Expenditures listed below were approved by the Authority Board as part of the FY 20-21 budget or through a prior year encumbrance. However, since the Executive Director only has authority to approve contracts, purchase orders or other expenditures of funds to any one vendor or consultant up to \$50,000 per fiscal year, expenditures in excess of this amount require additional Board approval. The request for this approval is generally included during the budget process and at mid-year if necessary. It should be noted that the media vendors named in the memo (Spotify and EffectTV) are replacing our usual advertisers (AC Transit and BART) due to the COVID-19 pandemic and shelter in place orders which significantly reduced ridership. Switching to digital media was determined to be a more effective method of outreach during these unprecedented times.

Staff is requesting that the P&A Committee review and advance to the Waste Management Authority for approval the following contracts, contract augmentations and/or spending authority. Vendors/contractors that are less than \$50,000 have been included in the list below if previous expenditures to that contractor could exceed the Executive Director’s authorization threshold.

Food Waste Reduction

Spotify	\$25,000
<i>Digital radio advertising</i>	
EffectTV	\$45,050
<i>Digital television advertising</i>	

Used Oil Recycling (Externally Funded)

Spotify	\$25,000
<i>Digital radio advertising</i>	
EffectTV	\$15,000
<i>Television Advertising</i>	

Household Hazardous Waste

Spotify	\$ 6,500
<i>Digital radio advertising</i>	
EffectTV	\$15,000
<i>Digital television advertising</i>	

Information Systems (Overhead)

CDW Government, Inc.

\$25,000

Additional authorization required for purchases of computer equipment needed due to the shelter in place order and increased teleworking.

Property Management (Altamont Properties)

\$80,000

TBD pending results from the request for proposals and subject to Executive Director approval.

Various repairs needed, including replacement of the perimeter fence at Parcel 6 as well as repairs needed at the North Flynn house.

RECOMMENDATION

That the Programs and Administration Committee recommend that the WMA Board approve the contracts, vendors and/or spending authority as listed above.