



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: September 2, 2015

FR: Executive Director

WI: 1153

RE: Purchase Order Amendment – Security Guard Services: Overton Security (\$35,000)

This memorandum is to request Committee approval to amend MTC's FY 2014-15 Purchase Order (PO) with Overton Security, an interim security firm used during the Regional Administrative Facility Corporation (RAFC) security services procurement process. This amendment will provide funds for finalizing the payment for security services necessary for the MetroCenter operation. This request is to amend the existing PO in an amount not to exceed \$35,000.

Background

MTC used Overton Security for what was expected to be a short term assignment providing lobby and parking lot security while a procurement and RAFC Board approval process proceeded. The procurement and RAFC Board approval took longer than anticipated, and as a result the charges exceeded the MTC Executive Director delegated approval level of \$100,000. This amendment will permit MTC to pay for the services for MetroCenter security pending reimbursement by RAFC.

This amendment will add \$35,000, bringing the PO total to a maximum amount of \$135,000 through FY 2014-15 for which RAFC will reimburse charges related to the MetroCenter security and parking lot service. Overton is neither a small business nor a disadvantaged business enterprise and currently has no subcontractors.

Recommendation

Staff requests that the Committee authorize the Executive Director or his designed representative to issue a purchase order amendment to MTC's FY 2014-15 Purchase Order with Overton Security for the purposes described above in an amount not to exceed \$35,000.



Steve Heminger

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Purchase Order Amendment

Work Item No.:	1153
Consultant:	Overton Security Fremont, CA
Work Project Title:	Security Guard Services
Purpose of Project:	To provide security services
Brief Scope of Work:	To provide security services for both MTC & RAFC during FY 2014-15.
Project Cost Not to Exceed:	\$35,000 this amendment. Previously approved purchase orders = \$100,000 Total approved purchase order amount based on this action = \$135,000
Funding Source:	MTC Funds
Fiscal Impact:	Funds are in the MTC FY 2014-15 Budget
Motion by Committee:	That the Executive Director or his designee is authorized to issue a purchase order amendment to Overton Security to security services for FY 2014-15 as described above and in the Executive Director's memorandum dated September 2, 2015, and the Chief Financial Officer is authorized to set aside FY 2014-15 funds in the amount of \$35,000 for such purchase order amendment.
Administration Committee:	<hr/> Adrienne J. Tissier, Chair
Approved:	Date: September 9, 2015