



**TO:** BCRTA Board of Trustees

**FROM:** Paul Williams, Director of Maintenance and Capital Infrastructure and Meagan Varney, Procurement & Compliance Specialist

**RE:** *Action Item – Parts Purchasing, 2024-094*

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January 3, 2025

### **RECOMMENDATION**

Adoption of a resolution authorizing the Executive Director on behalf of BCRTA to issue a Purchase Order to KOI Federated Auto Parts for an amount not to exceed \$59,400.00.

### **FINANCIAL CONSIDERATIONS**

This is a blanket Purchase Order for a term of one (1) year with a total expenditure not to exceed \$59,400.00.

### **BUSINESS PURPOSE**

The Maintenance department at BCRTA requires various parts for our fleet of vehicles to support overall fleet maintenance. The required parts are purchased weekly as needed and to maintain the inventory in the garage.

### **PROCUREMENT CONSIDERATIONS**

Based on BCRTA's personal experience purchasing from this vendor and their reliability of service, they have the capacity to perform these functions and are recommended to be issued the Purchase Order.

### **LEGAL CONSIDERATIONS**

- FTA Circular 4220.1F authorizes BCRTA to directly acquire supplies under the small purchase threshold of \$100,000.00.