



**Expo**

Exposition Metro Line  
Construction Authority

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BuildExpo.org

**5.a**

**DATE: MARCH 1, 2007**

**TO: BOARD OF DIRECTORS**

**FROM: RICHARD D. THORPE  
CHIEF EXECUTIVE OFFICER**

**ACTION: RECEIVE AND FILE MONTHLY REPORT ON CONTRACTS  
AUTHORIZED BY THE CHIEF EXECUTIVE OFFICER**

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### **RECOMMENDATION**

Receive and File this monthly report on contracts approved by the Chief Executive Officer (CEO). State legislation that created the Exposition Metro Line Construction Authority and the Authority's Administrative Code grant the CEO authority to approve contracts up to \$250,000. This report details contract awards for January and February, 2007.

### **SUMMARY**

The CEO has awarded contracts for a high speed color copier, a web/graphic design services firm and consulting services to provide Clerk of the Board duties on an interim basis.

### **DISCUSSION**

The CEO awarded the following contracts in January and February:

1. The Authority conducted a competitive procurement process for a high speed color copier for the Authority offices. The Authority received four responsive bids and determined that Image IV Systems was the most responsive and responsible firm offering the lowest price. The total amount of the 36 month lease is \$16,000 inclusive of maintenance and toner costs.

2. The Authority conducted a competitive procurement process for web/graphic design services. The Authority issued an RFQ and notices were posted at local schools, universities, the Metro and Expo websites and on graphic design job websites. Four candidates submitted proposals and were interviewed by the selection committee. LA Design Studio earned the highest total evaluation score, based upon the evaluation criteria set forth in the RFQ. This is a task order type contract in an amount not to exceed \$75,000 over a two year period.
3. The Authority established a contract with Jane Bayne as Interim Executive Secretary/Clerk of the Board for an initial one-month period in an amount not to exceed \$10,000. The contract may need to be extended depending on when Ms. Carey returns from medical leave. Ms. Bayne had worked as the Clerk of the Board at the Pasadena Gold Line Construction Authority and has agreed to work for the Expo Authority as the Interim Board Secretary for the next several months.

### **FINANCIAL IMPACT**

There is available funding in the FY07 budget to cover the cost of these contract actions.

### **NEXT STEPS**

The CEO will provide a monthly report to the Exposition Metro Line Construction Authority Board on contracts authorized under the CEO's authority.

### **ATTACHMENT(S)**

None