

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

MEMORANDUM

TO: CFX Board Members

FROM: Claude Miller 
Director of Procurement

DATE: October 27, 2015

RE: Waiver of Procurement Policy Requirement for Prior Approval of
Purchase Orders for Toll System Replacement Project

Article IV, Governing Rules, paragraph C, of the Procurement Policy, reads in part as follows:

“...all...purchase orders...obligating the Authority to an amount of fifty thousand dollars (\$50,000.00) or more shall have the prior approval of the Authority’s Board of Directors.”

Staff is requesting that the Board waive this policy requirement for purchase orders related to the procurement of equipment for the Toll System Replacement (TSR) project. The waiver, which includes the requirement for authorization to advertise, will enable us to expedite the procurement process and order equipment immediately. In lieu of Board approval, purchase orders that exceed \$50,000.00 will be reviewed and approved by the Executive Director and a copy will be included in her monthly report.

The equipment will be procured primarily through the cooperative purchase (piggyback) process using GSA and State of Florida pricing schedules. If certain items are not available on a schedule, or have not been designated as “single source”, quotes will be requested from the appropriate vendors.

Under the agreement reached with the project contractor (TransCore LP), the equipment will be “owner-furnished” by CFX making the timely ordering and delivery of the equipment our responsibility. When the equipment is delivered, the responsibility then shifts to the contractor who must configure and thoroughly test the equipment through the system from end-to-end before it can go “live” in the plazas. It is to our benefit, the benefit of the contractor, and, ultimately, the benefit of our customers, to ensure that the delivery, installation and activation of the replacement equipment is not delayed and that the completion schedule is met.