

**PROCUREMENT SUMMARY
PUBLIC LIABILITY/PROPERTY DAMAGE THIRD PARTY CLAIMS
ADMINISTRATION SERVICES / PS75821000**

1.	Contract Number: PS75821000			
2.	Contractor: Carl Warren & Company, LLC			
3.	Mod. Work Description: Exercise two-year option.			
4.	Contract Work Description: Provide public liability and property damage third-party claim administration services.			
5.	The following data is current as of: 8/5/25			
6.	Contract Completion Status		Financial Status	
	Contract Awarded:	9/23/21	Contract Award Amount:	\$12,148,152
	Notice to Proceed (NTP):	N/A	Total of Modifications Approved:	\$0
	Original Complete Date:	10/31/25	Pending Modifications (including this action):	\$6,666,674
	Current Est. Complete Date:	10/31/27	Current Contract Value (with this action):	\$18,814,826
7.	Contract Administrator: Annie Duong		Telephone Number: (213) 418-3048	
8.	Project Manager: Claudia Castillo del Muro		Telephone Number: (213) 922-4815	

A. Procurement Background

This Board Action is to approve Modification No. 1 to Contract No. PS75821000 to exercise the first, two-year option for property liability and property damage third-party claims administration services and extend the period of performance from November 1, 2025, to October 31, 2027.

This Contract Modification will be processed in accordance with Metro's Acquisition Policy, and the contract type is a firm fixed price.

In September 2021, the Board awarded a four-year base term and two, two-year option terms firm fixed price Contract No. PS75821000 to Carl Warren & Company, LLC (CWC) to provide public liability and property damage third-party claims administration services.

No modification has been issued to date.

Refer to Attachment B – Contract Modification/Change Order Log.

B. Price Analysis

The recommended price has been determined to be fair and reasonable based on pricing that was evaluated as part of the competitive award in September 2021. Pricing remains unchanged and is lower than current market rates for similar services. The Independent Cost Estimate (ICE) is based on the firm fixed price for the option years.

Proposal Amount	Metro ICE	Recommended Amount
\$6,666,674	\$6,666,674	\$6,666,674