

PROCUREMENT SUMMARY

GENERAL LIABILITY CLAIMS ADMINISTRATION SERVICES
PS05312717

1.	Contract Number: PS05312717			
2.	Contractor: Carl Warren & Company			
3.	Mod. Work Description: Exercise first three-year option			
4.	Contract Work Description: Provide public liability/property damage general liability claims third party administrative services.			
5.	The following data is current as of: 08/14/15			
6.	Contract Completion Status		Financial Status	
	Contract Awarded:	August 23, 2011	Contract Award Amount:	\$10,307,876
	Notice to Proceed (NTP):	August 23, 2011	Total of Modifications Approved:	\$0
	Original Complete Date:	October 31, 2015	Pending Modifications (including this action):	\$7,721,051
	Current Est. Complete Date:	October 31, 2018	Current Contract Value (with this action):	\$18,028,927
7.	Contract Administrator: Maria V. Lechuga		Telephone Number: (213) 922-7206	
8.	Project Manager: Juanita Welch		Telephone Number: (213) 922-4956	

A. Procurement Background

This Board Action is to approve Modification No. 4 for PS05312717 issued to exercise first three-year option.

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

On August 4, 2011, Contract No. PS05312717, Item #29, was approved by the Metro Board. The contract provides for general liability claims administering services for Metro. The contract was awarded on August 23, 2011, to Carl Warren & Company. The contract firm fixed prices are for a 4-year and two-month base with two, three-year options in the amount \$25,896,641 for all ten years.

(Refer to Attachment B – Contract Modification/Change Order Log)

B. Cost/Price Analysis

Option years were fully negotiated at the time of contract award authorization and determined to be fair and reasonable. CWC was the lowest priced proposer at the time and based on our assessment of industry conditions, it is believed that pricing has not decreased. With regional economic growth occurring since the contract award in 2011, it is anticipated that market pricing may have increased.

Proposal Amount	Metro ICE	Negotiated Amount
\$7,721,051	\$7,721,051	\$7,721,051

C. Small Business Participation

Carl Warren & Company made a 21.8% Disadvantaged Business Enterprise (DBE) Anticipated Level of Participation (DALP) commitment. Current DBE participation is 22.25%. In October 2014, the Diversity & Economic Opportunity Department (DEOD) approved Carl Warren's request to substitute Fu-Gen, Inc., a DBE firm that is no longer in business. Carl Warren added Sam Hooper & Associates, a DBE. Carl Warren is currently exceeding their DALP commitment.

SMALL BUSINESS COMMITMENT	21.8% DALP	SMALL BUSINESS PARTICIPATION	22.25% DALP
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	DBE Subcontractors	Ethnicity	% Committed	Current Participation¹
1.	Fu-Gen, Inc.	African American	21.8%	17.75%
2.	Sam Hooper	African American	Added	4.50%
	Total		21.8%	22.25%

D. Living Wage Service Contract Worker Policy

The Living Wage and Service Contract Worker Retention Policy is not applicable to this modification.

E. Prevailing Wage Applicability

Prevailing wage is not applicable to this modification.