

BART Agreement Number: 6M8182

Approval Date: 03/16/2022

Work Plan No. B.07-02 – Material Procurement, Procurement Support, and RR Warehouse Support

Scope:

The scope includes one consultant Office Engineer to provide full-time material and procurement support for approximately 40 hours per week for 12 months, and a second consultant Office Engineer to support transitioning the Capital Inventory into Maximo for three months. The project scope includes:

2.1 Warehouse Material Tracking

- a) Provide support in database management and data entry.
- b) Provide process and procedure support ensuring all documentation is prepared and completed correctly for all incoming and outgoing materials from HME Warehouse, Whipple Road Warehouses and Whipple Yard Locations.
- c) Provide preparation support for incoming and outgoing materials into the HME Warehouse, Whipple Road Warehouses and Whipple Yard.
- d) Completion and management of RR material request and laydown forms.
- e) Provide support in material tracking, labelling and identification.

2.2 Procurement Support

- a) Preparation and submission of purchase requisition packages as required for Measure RR Bond Projects.
- b) Maximo support for material requests.

2.3 Material Delivery and Collection

- a) Delivery of material to job site as required.
- b) Collection of material from job site and / or vendor as required.

2.4 Job Site Material Preparation

- a) Job site material preparation as required.

Prime: Ghirardelli

Subconsultants: None

Total Work Plan Value: \$ 267,609