

ADMINISTRATIVE EXEMPTION and TRADE, TRAVEL, AND TOURISM COMMITTEE REPORT relative to amending the Los Angeles World Airports (LAWA) contract with US Bank National Association d.b.a. Voyager Fleet Systems, Inc., (Voyager Fleet Systems).

Recommendations for Council action:

1. ADOPT the determination by the Board of Airport Commissioners (BOAC) that the proposed action is administratively exempt under the California Environmental Quality Act (CEQA) in accordance with Article II, Section 2.f of the Los Angeles City CEQA Guidelines.
2. APPROVE the Second Amendment to LAWA Contract DA-5191 with Voyager Fleet Systems, extending the term thru June 30, 2021, and increasing the amount by \$115,345, for a new total not to exceed \$1,557,710, for fleet card services.
3. CONCUR with the action taken by the BOAC on December 10, 2020, by Resolution No. 27161, authorizing the Chief Executive Officer, LAWA, to execute the Second Amendment to Contract DA-5191 with Voyager Fleet Systems.

Fiscal Impact Statement: The City Administrative Officer (CAO) reports that this action will not impact the General Fund. Funding for this item has been requested in the Fiscal Year 2020-21 LAWA Operating Budget in: LAX Cost Center No. 1230029 - Rideshare Unit, LAX Cost Center No. 1160063 - APD Fiscal Operations Unit, LAX Cost Center No. 1150053 - Landside and Airside Equipment Maintenance, VNY Cost Center No. 1400003 - VNY Construction and Maintenance Services, and Commitment Item No. 522 - Materials and Supplies. The proposed Second Amendment complies with LAWA's financial policies.

Community Impact Statement: None submitted.

**TIME LIMIT FILE – APRIL 14, 2021**

**(LAST DAY FOR COUNCIL ACTION – APRIL 14, 2021)**

## SUMMARY

In a report to the Mayor dated February 4, 2021, the CAO states that LAWA requests authority to amend its contract with Voyager Fleet Systems. The CAO reports that several LAWA divisions use fleet fuel cards for offsite fueling purposes, including LAWA Rideshare Vanpools, Airport Police Division Motorcycle Unit, Facilities Maintenance and Utilities Group, Van Nuys Airport, executive management, and other approved fleet fuel cardholders.

According to the CAO, the State of Washington in 2017 led a multi-state competitive procurement on behalf of the Western States Contracting Alliance - National Association of State Procurement Officials cooperative resulting in a contract with Voyager Fleet Systems, for fleet card services at no additional charge beyond the retail cost of the purchased fuel. LAWA joined the contract via California's participating addendum. In October 2020, California extended the term of the participating addendum to June 30, 2021. LAWA seeks to extend the term of its

contract to align with the State's new contract term.

On December 10, 2020, BOAC approved the proposed Second Amendment to the LAWA contract with Voyager Fleet Systems. The CAO concurs with this action.

At its meeting held February 23, 2021, the Trade, Travel, and Tourism Committee recommended that Council approve the proposed contract amendment, as recommended by BOAC and the CAO.

Respectfully Submitted,

TRADE, TRAVEL, AND TOURISM COMMITTEE



<u>MEMBER</u>	<u>VOTE</u>
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BUSCAINO:	YES
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BONIN:	YES
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LEE:	YES
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**-NOT OFFICIAL UNTIL COUNCIL ACTS-**