

Jointly Held
Finance/Personnel and Planning Committee
Meeting Minutes

April 23, 2020

Members Present

Via Teleconference: David Williamson, Jointly Held Committee Chair
Sharon Hairston
Vince Corrado
Adrienne Heard
Franz Hoge
Sharon Howard
John Lumpkin
Belinda Matthews-Stenson
Thomas Weckesser

Staff in Attendance:

Mark Donaghy
Bob Ruzinsky
Julie Beard
Daron Brown
Chris Cole
Chris Conard, Coolidge Wall Co., L.P.A. (via teleconference)
Tim Harrington
Deborah Howard
Brandon Policicchio
Mary K. Stanforth

Others Attending:

Dr. Richard Henry (via teleconference)

The meeting was called to order at 8:32 a.m. A quorum was present, and proper notice of the meeting had been given.

Approval of Minutes

Mr. Williamson asked if attendees desired a reading of the minutes or if there were any corrections to the minutes? Upon hearing no requests or corrections, Mr. Williamson declared ACCEPTANCE of the March 24, 2020 meeting minutes.

Greater Dayton Regional Transit Authority

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May 2020 Board Action Items:

Mr. Williamson stated with regard to all Action Items presented today, *each Item is essential to the delivery of transportation services to the public.*

Action Item #2 – Revised Rules of the Road

Mr. Donaghy explained that recently RTA has seen an increase in violations regarding Greater Dayton RTA’s Rules of the Road. As a result RTA is recommending an update to the document at this time to clearly communicate RTA’s expectations.

MOTION made by Ms. Howard and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees APPROVAL of the Revised Rules of the Road.

Roll call vote was taken:

Ms. Hairston	YES
Mr. Williamson	YES
Mr. Corrado	YES
Ms. Heard	YES
Mr. Hoge	YES
Ms. Howard	YES
Mr. Lumpkin	YES
Ms. Matthews Stenson	YES
Mr. Weckesser	YES

The Motion was APPROVED 9-0.

Action Item #3 – Security Camera System

Mr. Brown explained that the purpose of this procurement is to contract with a qualified firm to install a complete Security Camera System for the following Greater Dayton Regional Transit Authority (RTA) facilities: the Longworth Campus, Wright Stop Plaza (WSP), all transit centers and substations. This project is consistent with RTA’s core values of Safety by continuously improving safety for our customers and ourselves and Stewardship by properly managing our resources and maintaining our assets.

The successful contractor is responsible for providing and installing all equipment, materials, training, software, licenses and manuals indicated in the contract documents and as necessary to provide a complete and useable Security Camera System.

A Two-Step procurement method for the Security Camera System was used and proposals were solicited through the Dayton Daily News, Dayton Weekly, and Transit Talent. Under Step One, unpriced technical/qualification proposals were solicited. This step identified the firms qualified to competitively bid on the project. Step Two consisted of inviting qualified firms to submit sealed bids.

The Request for Proposals was sent to 71 prospective proposers.

At 2:00 p.m. on October 30, 2019, six (6) firms submitted proposals as follows:

- Security 101, Hilliard, OH
- CelPlan, Reston, VA
- Copp, Dayton, OH
- Midwest Security, Dayton, OH
- Chapel Romanhoff Technologies, LLC, Dayton, OH
- Stanley Convergent Security Solution, Inc., West Chester, OH

The proposals were evaluated based on the following criteria:

- Proposer qualifications and experience. Recent relevant experience and reputation of the firm. A past record of performance on similar projects related to control of costs and quality work.
- Understanding of project objectives and Scope of Work as demonstrated in the proposal.
Must be an authorized Genetec vendor.
- Capability of the vendor to provide all necessary equipment.
This would include all equipment as detailed in the Scope of Work.
- Proposer's ability to demonstrate a timeline and implementation strategy for the proposed system.
- Quality of proposal preparation.
Have Table of Content and numbered pages.

Two (2) firms were considered qualified to participate in Step Two. As a result, at 2:00 p.m. on March 26, 2020, two (2) bids were received and publicly opened. The results are as follows:

Firm	Labor	Materials & Equipment	Training	Total Base Bid Amount
Security101 Fairborn, OH	\$677,522.22	898,877.84	3,599.94	1,580,000.00
CelPlan Technologies, Inc. Reston, VA	1,337,539.88	596,637.15	5,217.34	1,939,394.37

MAINTENANCE CONTRACT: FIRMWARE AND SOFTWARE

Year	Charge
Year 1	Included in Base Bid
Year 2	13,122
Year 3	13,122
Year 4	13,122
Year 5	13,122

Following a contract award, a series of design review meetings with the vendor will be held to finalize the various locations of cameras and badge readers. These meetings may result in an increase or decrease in the pricing.

MOTION made by Mr. Hoge and SECONDED by Mr. Weckesser that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Security101 for Security Camera System in the amount of \$1,580,000 plus a 15% contingency of \$237,000 for any unknowns that may arise during this project and \$52,488 for a maintenance contract for firmware and software for a total award of \$1,869,488. This procurement will be funded partially through Federal grant funds.

Roll call vote was taken:

Ms. Hairston	YES
Mr. Williamson	YES
Mr. Corrado	YES
Ms. Heard	YES
Mr. Hoge	YES
Ms. Howard	YES
Mr. Lumpkin	YES
Ms. Matthews Stenson	YES
Mr. Weckesser	YES

The Motion was APPROVED 9-0.

Action Item #4 – Electric Storage Batteries

Mr. Brown explained that the purpose of this procurement is for Greater Dayton Regional Transit Authority (RTA) to seek firms interested in providing Electric Storage Batteries for various RTA vehicles and to properly dispose of the waste materials related to their use. This project is consistent with RTA's core values of Safety, Stewardship, and Quality Service as we demonstrate our commitment to maintain and invest in our fleet, ensure our environmental footprint is minimized, and make our customers a priority.

The successful vendor would be responsible for servicing the account on a scheduled bi-weekly basis. RTA currently stocks batteries at the 600 Longworth Street building. Services shall include: Replace any batteries out of stock, rotate inventory, process and provide documentation for any warranty batteries, remove and dispose of all junk batteries, invoice RTA for batteries used, and credit RTA for core exchanges. Scrap allowance is considered when determining the lowest bid.

Sealed bids for Electric Storage Batteries were solicited through the Dayton Daily News and Dayton Weekly News. Invitations for Bid were sent to 22 firms.

At 2:00 p.m. on March 18, 2020, seven (7) bids were received and publicly opened. The bid results are attached.

A separate contract will be awarded to Battery System Inc. under small purchasing for two years totaling \$57,400.

**Battery System Inc.
Garden Grove, CA**

Item No. 2	Group 31/Deka 8A31	<u>Year One</u>	<u>Year Two</u>
	Qty.	160	160
	Unit Price	\$175.00	\$183.75
	Scrap Allowance	<u>-12.00</u>	<u>-12.00</u>
	Net Price	\$163.00	\$171.75
	Total W/O Scrap Allowance	\$28,000.00	\$29,400.00
	Grand Total without Scrap Allowance Year 1 & 2		\$57,400.00

Contract Award Recommendation:

A contract with D&S Auto Parts for two years as follows:

**D&S Auto Parts
Middletown, OH**

Item No. 1	Group 31/Deka 7T31	<u>Year One</u>	<u>Year Two</u>
	Qty.	450	450
	Unit Price	\$101.00	\$101.00
	Scrap Allowance	<u>-27.00</u>	<u>-27.00</u>
	Net Price	\$74.00	\$74.00
	Total W/O Scrap Allowance	\$45,450.00	\$45,450.00

Item No. 3	Group 27/Deka 627MF	<u>Year One</u>	<u>Year Two</u>
	Qty.	120	120
	Unit Price	\$82.75	\$82.75
	Scrap Allowance	<u>-18.00</u>	<u>-18.00</u>
	Net Price	\$64.75	\$64.75
	Total W/O Scrap Allowance Year 1 2	\$9,930.00	\$9,930.00
	Grand Total W/O Scrap Allowance Year 1 & 2		\$110,760.00

MOTION made by Mr. Corrado and SECONDED by Mr. Lumpkin that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a Contract AWARD to D&S Auto Parts for Electric Storage Battery Items No. 1 and No. 3 for a two-year contract at an estimated total of \$110,760. Funding for this procurement is included in the Maintenance operating budget.

Roll call vote was taken:

Ms. Hairston	YES
Mr. Williamson	YES
Mr. Corrado	YES
Ms. Heard	YES
Mr. Hoge	YES
Ms. Howard	YES
Mr. Lumpkin	YES
Ms. Matthews Stenson	YES
Mr. Weckesser	YES

The Motion was APPROVED 9-0.

Action Item #5 –Brake Kits, Brake Drums, Brake Shoe and Lining Assemblies, Disc Brake Kits, Calipers and Rotors

Mr. Brown explained that the purpose of this procurement is to purchase the necessary brake parts required to maintain the Greater Dayton Regional Transit Authority (RTA) Fleet. This project is consistent with RTA's core values of Safety and Stewardship by properly maintaining brake systems and by accurately managing our resources.

The successful contractors are required to provide the required products on an as needed basis for a base year and two (2) one (1) year options.

Bids for the Brake Kits, Brake Drums, Brake Shoe and Lining Assemblies, Disc Brake Kits, Calipers and Rotors were solicited through the *Dayton Daily News*, *Dayton Weekly News* and *Transit Talent*. Invitations for Bid were sent to twenty-three (23) firms. At 2:00 p.m., on March 23, 2020, six (6) bids were received and publicly opened. The bid results are attached.

Funding for Brake Kits, Brake Drums, Brake Shoe and Lining Assemblies, Disc Brake Kits, Calipers and Rotors are included in the operating budget.

Staff recommends awarding a contract to Gillig LLC in the amount of \$424,448 for Disc Brake Kits and a contract to ABC Bus Company in the amount of \$179,455 for Calipers and Rotors.

Staff also recommends small purchasing contracts to My Parts Express in the amount of \$87,263 for Brake Kits, Brake Shoes and Lining Assemblies and Southern Coach Parts Company in the amount of \$22,841 for Brake Drums.

MOTION made by Ms. Hairston and SECONDED by Mr. Lumpkin that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARDS to:

- Gillig LLC in the amount of \$132,440 for the base year \$142,058 for Option Year 1 and \$149,950 for Option Year 2 for a total of \$424,448 for Disc Brake Kits, and
- ABC Bus Company in the amount of \$58,059 for the base year; \$59,801 for Option Year 1 and \$61,595 for Option Year 2 for a total amount of \$179,455 for Calipers and Rotors.

For a grand total award of \$603,903.

Roll call vote was taken:

Ms. Hairston	YES
Mr. Williamson	YES
Mr. Corrado	YES
Ms. Heard	YES
Mr. Hoge	YES
Ms. Howard	YES
Mr. Lumpkin	YES
Ms. Matthews Stenson	YES
Mr. Weckesser	YES

The Motion was APPROVED 9-0.

Action Item #6 – Trapeze Annual Maintenance Agreements

Mr. Harrington explained that the Greater Dayton Regional Transit Authority (RTA) contracts with Trapeze Software Group, Inc. for support of RTA owned Trapeze software. This demonstrates good stewardship by using our resources wisely. At this time, RTA desires to renew maintenance agreements for the following software products for a five-year period:

- FX – Fixed route scheduling software used by Planning staff
- FX-MON – Database used by all Trapeze software which controls communication between Trapeze database, and the fixed route mobile data terminals (MDT's) mounted in vehicles for operator use. Interface with the Clever Devices CAD/AVL.
- PASS – Paratransit reservation and scheduling software
- PASS-SUS – Paratransit no-show and suspension software
- PASS-MON – Integration to Paratransit mobile data terminals (MDT's) used by operators
- PASS-CERT – Paratransit certification
- INFO-AGENT: Customer Information System – Call Center uses to retrieve schedule and trip planning information.
- INFO-COM: Customer Information System - for tracking customer complaints and commendations
- INFO-WEB: Customer Information System - web based solution for trip planning, giving customers access 24 hours a day
- INFO-COM-WEB: Customer Information System – web based solution for customer complaints and commendations
- BLOCKBUSTER: Run cut software used to quickly generate cost effective operator assignments that are in compliance with union requirements
- OPS: Operations management application for dispatch, supervisor and operations administrative staff to manage operator bidding (pick), dispatch, timekeeping, and workforce management in compliance with union rules

- OPS-MON: Interface to integrate the Clever Devices CAD/AVL and Smartyard system with OPS
- OPS-SIT: Operations Sign-in Terminal for operator and mechanic clock-in
- PASS-INFO-SERVER: Paratransit Information Server – The various interfaces between PASS and other systems

The only company that offers support for this software is the original developer, Trapeze Software Group, Inc. Maintenance and support for these systems is sole source. ORC 306.43(H)(3) exempts from competitive bidding maintenance of software supplied by the original vendor.

Trapeze has quoted the following fees for the maintenance agreements:

Product	Year 1 2020-21	Year 2 2021-22	Year 3 2022-23	Year 4 2023-24	Year 5 2024-25	Total for 5- Yr. Period
FX	\$56,120	\$57,804	\$59,538	\$61,324	\$63,164	\$297,950
FX-MON	18,329	18,879	19,445	20,028	20,629	97,310
PASS	28,657	29,517	30,402	31,315	32,254	152,145
PASS-SUS	5,134	5,288	5,447	5,611	5,779	27,259
PASS-MON	34,329	35,359	36,420	37,512	38,638	182,258
PASS-CERT	6,448	6,641	6,841	7,046	7,257	34,233
INFO-AGENT	27,075	27,887	28,724	29,586	30,473	143,745
INFO-COM	7,973	8,212	8,458	8,712	8,973	42,328
INFO-WEB	12,418	12,791	13,174	13,570	13,977	65,930
INFO-COM-WEB	1,746	1,798	1,852	1,908	1,965	9,269
BLOCKBUSTER	13,473	13,877	14,294	14,722	15,164	71,530
OPS	59,866	61,661	63,511	65,417	67,379	317,834
OPS-SIT	8,274	8,522	8,778	9,041	9,312	43,927
OPS-MON	19,783	20,376	20,987	21,617	22,265	105,028
PASS-INFO-SERVER	20,664	21,284	21,922	22,580	23,258	109,708
ANNUAL TOTAL	\$320,289	\$329,896	\$339,793	\$349,989	\$360,487	\$1,700,454

A cost analysis was performed, and initial pricing was found to be 3.5% above last year's cost. Negotiations with Trapeze, and the contract term of five years, resulted in a reduction to annual increases of 3%. This represents a savings of \$23,733 over five years. Trapeze's standard annual increase is 5%.

MOTION made by Mr. Weckesser and SECONDED by Ms. Heard that the Finance/Personnel and Planning Committees RECOMMEND to the Board of Trustees a contract AWARD to Trapeze Software Group, Inc. for maintenance of the Trapeze products listed above for a five-year period in the total amount of \$1,700,454. Software maintenance is included in the Operating budget.

Roll call vote was taken:

Ms. Hairston	YES
Mr. Williamson	YES
Mr. Corrado	YES
Ms. Heard	YES
Mr. Hoge	YES
Ms. Howard	YES
Mr. Lumpkin	YES
Ms. Matthews Stenson	YES
Mr. Weckesser	YES

The Motion was APPROVED 9-0.

Customer and Business Development Update

Mr. Policicchio provided a summary document of recent activities in the Customer & Business Development Department.

KPI Update

Ms. Beard provided a summary document of RTA's KPIs.

Finance Update

Ms. Stanforth provided the following updates, noting the complete March 2020 Financial Report was included in today's Committees meeting package:

- Sales Tax Receipts for the month of January 2020 are up \$253,000 or 9% as compared to last year. RTA expects very large declines starting with March 2020 receipts due to COVID-19.
- March results include a \$2.1 Million State to Federal Assistance reclassification. State Assistance was subsequently accrued as income for 2019 year end statements. Overall impact is \$2.1 Million of additional revenue/funding for 2019.
- Year-to-Date Pre Local Capital Loss of \$114,000, After Local Capital Loss of \$834,000. Operating Revenues overall less than expected/budgeted – However expense trending downward as well. Positive result when compared to budgeted loss.
- RTA is currently paying less than 80 cents per gallon on diesel fuel – have seen significant decline this past week.
- RTA's 2019 Financial Audit has been delayed due to Covid-19. 2019 Pre-Audited Statements and Notes will be sent to Board Trustees in the next few business days.

Small Purchasing Information

The Small Purchasing Information was previously included in today's meeting packet. There were no questions from Committees members regarding this report.

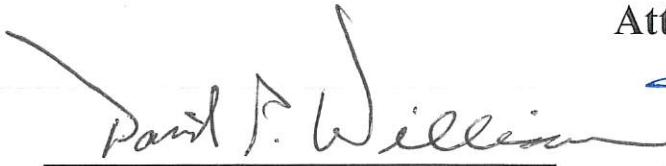
Next Meeting

A jointly held Finance/Personnel and Planning Committees meeting will be held on Tuesday, May 21, 2020 at 8:30 a.m.

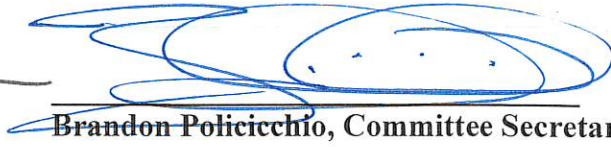
Adjournment

Mr. Williamson DECLARED the meeting ADJOURNED at 9:28 a.m.

Attest



David Williamson, Chair



Brandon Policicchio, Committee Secretary