

Board of Directors Monthly Meeting

Wednesday, September 28, 2022 | 12:00pm
Board Room at 110 Watervliet Ave.

CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, September 28, 2022 | 12:00pm | Board Room at 110 Watervliet Ave

Board Item	Responsibility	Page
Call to Order	Jayne Lahut	
Approve Minutes of Wednesday, August 31, 2022	Jayne Lahut	3
Recognitions	Carm/Jayne	
25 Years - James Sweeney, STAR Operator		
25 Years - Meredith Redcross, Benefits Manager		
25 Years - Robert Springer, Paint Shop Technician		
30 Years - Sherri Plunkett, Treasury Supervisor		
Committee Reports: (Action Items Listed)		
Board Operations Committee (9/14/ 2022)	Jayne Lahut	
Performance Monitoring/Audit Committee (9/21/2022)	Denise Figueroa	
• Resolution 36 - Approve Contract for Quality Assurance Services		6
• Resolution 37 - Approve Contract for Shelter Glass		11
• Resolution 38 - Approve Contract for Maintenance Uniforms		16
Investment Committee (9/21/2022)	Denise Figueroa	
Audit Committee (9/21/2022)	Denise Figueroa	
Community & Stakeholder Relations Committee (9/22/2022)	Pat Lance	
Strategic & Operational Planning Committee (9/22/2022)	Mike Criscione	
• Resolution 39 – Approve Budget Adjustment		21
Chief Executive Officer's Report	Carm Basile	23
Board Member Comments	Everyone	
• Resolution 40 - Special Recognition of Mark Schaeffer		
Upcoming Meetings		
Wednesday, October 26, 2022 at 12:00pm in the Board Room at 110 Watervliet Ave		
Adjourn		

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
(And its Subsidiaries)
110 Watervliet Avenue, Albany, New York and Microsoft Teams**

MINUTES OF WEDNESDAY, AUGUST 31, 2022 BOARD MEETING

MEMBERS PRESENT

Jayne B. Lahut, Chairman
Michael J. Criscione, Vice Chairman
Georgeanna M. Nugent, Treasurer

Denise A. Figueroa
Jaclyn Falotico
Patrick M. Lance
Daniel C. Lynch

REMOTE

Peter D. Wohl

MEMBERS EXCUSED

David M. Stackrow
Joseph M. Spairana, Jr, Secretary

OTHERS PRESENT

Carmino N. Basile, Chief Executive Officer
Amanda Avery, General Counsel
Michael P. Collins, VP of Finance and Admin
Chris Desany, VP of Planning & Infrastructure
Lance Zarcone, Vice President of Operations
Vanessa Salamy, Executive Assistant
Patricia Cooper, Director of Finance
David Williams, Director of Maintenance

Jack Grogan, Director of Risk Management
Thomas Guggisberg, Director of IT
Jonathan Scherzer, Director of Marketing
Jeremy Smith, Director of Facilities
Stacy Sansky, Director of Procurement
Gary Guy, Director of Transportation
Kelli Schreivogl, Director of Human Resources
Zachary Stever, President ATU 1321

CALL TO ORDER - At 12:31 p.m., Chairman Lahut called the meeting to order and noted a quorum was present.

APPROVAL OF THE JUNE 29 & AUGUST 25, 2022 BOARD MEETING MINUTES

Motion – Ms. Falotico
Seconded – Mr. Criscione
Carried Unanimously

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut

Board Operations Committee did not meet in August.

- The next meeting of the committee is scheduled for Wednesday, September 14, 2022 at 9:15am via Microsoft Teams and at 110 Watervliet Ave.

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa

Performance Monitoring Committee met on Thursday, August 25, 2022 at 11:36am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution No. 32 – 2022 – Approve Contract for Purchase of Batteries

- Our contract for bus batteries is about to expire, and a new contract is required. An IFB was issued for the purchase of two types of batteries. Three bids were received, and staff recommends a two-year contract to the low bidder, our incumbent, Napa Auto Parts.
- The Authority hereby approves a two-year contract to Napa Auto Parts of Latham for \$229,000.

Motion – Ms. Nugent
Seconded – Ms. Figueroa
Carried Unanimously

Resolution No. 33 – 2022 – Approve Contract for Traffic Signal Priority Equipment

- Traffic Signal Priority (TSP) provides special treatment to transit vehicles to move through signalized intersections faster than automobile traffic. A contract is required for new TSP equipment on the BRT Purple Line, and for upgrades on the BRT Blue Line. The upgraded system allows for better monitoring, reporting and analytics. A sole source contract is required due to the proprietary nature of the technology; we already have the base system in place.
- The Authority hereby approves a three-year contract with two one-year renewals to Global Traffic Technologies of St. Paul, MN for an amount not to exceed \$733,297.

Motion – Ms. Falotico

Seconded – Mr. Criscione

Carried Unanimously

Resolution No. 34 – 2022 – Approve Contract Traffic Management Services

- This action item is related to the last one, but it pertains specifically to the “video detection” part of our traffic management system. This upgrade provides detection for vehicle and passenger counts, and cloud-based data analytics. Our vendor GTT, has entered an exclusive strategic partnership with Miovision for this equipment. The system is fully integrated with our TSP platform, and therefore excludes other vendor participation. Staff reviewed pricing and found it fair and reasonable.
- The Authority hereby approves a three-year sole source contract with two, one-year extensions to Miovision Technologies Inc, of Kitchener, Ontario for an amount not to exceed \$1,151,664.

Motion – Ms. Nugent

Seconded – Mr. Criscione

Carried Unanimously

Resolution No. 35 – 2022 – Approve Contract for Gateway Mobility Hub

- After many discussions about building a mobility hub in Schenectady, we are ready to award a construction contract to begin work. An IFB was issued, and four bids were received. Staff reviewed bids and recommends awarding a contract to the low bidder, Carver Construction.
- The Authority hereby approves a contract to Carver Construction Inc, of Coeymans for an amount not to exceed \$4,011,330.

Motion – Ms. Figueroa

Seconded – Ms. Falotico

Abstain – Mr. Lahut

Resolution Carried

Administrative Discussion Items

- Mike Collins gave the Monthly Management Report. MRT is 37% over budget for the year; Customer fares are 15% over budget and RRS is 36% over budget. Wages are 4.5% under budget for the year due to manpower challenges and Montgomery service not starting until this week; Workers’ Compensation is under budget by 54% due to less severe claims. We are in a good financial position and will make a budget adjustment in September to adjust for changes in state operating assistance.
- Chris Desany provided the non-Financial Report. Fixed route ridership is up 14% for the month, and 20% for the year; STAR ridership is up 11% for the month and 18% for the year; Fixed route on-time performance is 74% and STAR on-time performance is 78%. Missed trips continue to be high due to manpower; we expect this to continue for some time.
- Next meeting of the Committee is scheduled for Wednesday, September 21, 2022 at 12:00 pm via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Jackie Falotico

- The Community and Stakeholder Relations Committee met on Thursday, August 25, 2022 at 12:13pm am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- On advocacy, Carm discussed our continued efforts in ensuring customers and operators are safe on buses. The mask mandate is straining these relationships. Our top-of-the-line air purification systems are working making masks redundant; we are working with elected leaders to see if the mandate can be relaxed.
- Jaime Kazlo summarized the Media Relations/Community Engagement report. CDTA earned 25 media placements in television, newspaper, and radio since July. Stories focused on our expansion into Montgomery County, college students returning to the region, electric buses, and the expansion of Universal Access, with new partners such as the Downtown Albany BID.
- Some of our community engagement activities and events have included, the Schenectady Early Election Trolley service, a Championship Trolley to the airport for the Albany Patroons, and Amtrak Transportation during the Central Warehouse issue.
- Jaime outlined upcoming events, which include a 20th anniversary celebration at Rensselaer Rail Station, and the annual CDTA Pink Bus Pull for the Real Men Wear Pink Campaign (American Cancer Society of the Capital Region).
- Next meeting of the Committee will be on Thursday, September 22, 2022 at 11:15 am via Microsoft Teams and at 110 Watervliet Avenue.

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Mike Criscione

The Strategic and Operational Planning Committee did not meet in August.

- Next meeting of the Committee will be on Thursday, September 22, 2022 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

CHIEF EXECUTIVE OFFICER'S REPORT – Carm Basile

- The Chief Executive Officer provided his report for August 2022.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, September 28, 2022 at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 1:09 PM

Motion – Ms. Figueroa
Seconded – Mr. Criscione
Carried Unanimously

Respectfully submitted,

Joseph Spairana, Jr., Secretary

Dated: August 31, 2022

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 36 - 2022**

Authorizing a five-year contract for Quality Assurance Services

WHEREAS, the Capital District Transportation Authority (the “Authority”) is empowered by Public Authorities Law section 1307 to enter into contracts for various services necessary to provide public transportation, and

WHEREAS, the needs of operating a public transportation sometimes require the services of an investigator to monitor such things as service quality and compliance to rules and regulations, and

WHEREAS, in response to a duly-issued RFP to conduct on-board observations, ADA compliance checks and quality assurance phone calls, multiple proposals were received, and

WHEREAS, the proposal of Tech Valley Security of East Greenbush, NY has been evaluated as being most aligned with the needs of the Authority, the Authority has been satisfied with this firm in the past, and the estimated five-year contract cost of \$404,513 has been determined to be fair and reasonable.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a three-year contract with two optional one-year renewals for investigative/quality assurance services to Tech Valley Security of East Greenbush, NY, subject to compliance with the contract documents.
2. Authority staff is authorized to execute the contract documents, subject to the quoted scope of services, fees and charges as set forth in the proposal, with an estimated five-year cost of \$404,513.
3. The source of funds shall be the appropriate FY Operating Budget.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 28th day September, 2022

Dated: September 28, 2022

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract for Quality Assurance Services to Tech Valley Security

Committee: Performance Monitoring/Audit

Committee Meeting Date: September 21, 2022

Board Action Date: September 28, 2022

Background:

The current contract for Quality Assurance Services is expiring and a new contract is required.

Purpose:

Employ an independent firm to perform service observations that include employee observations and monitoring.

Summary of Proposal:

A Request for Proposals (RFP) was issued for a firm to conduct on-board observations, ADA compliance checks and quality assurance calls. The RFP outlined the requirements for this work as well as frequency and reporting needs.

Nineteen firms downloaded the RFP and five submitted proposals. Staff reviewed all proposals and interviewed the top three firms. Staff concluded that the proposal submitted by Tech Valley Security best suits CDTA's needs. Tech Valley Security is the incumbent provider of these services, and CDTA has been satisfied with the quality of their work.

Staff recommends a three-year contract with two optional renewal years for Quality Assurance Services to Tech Valley Security of East Greenbush, New York. Upon Board approval, a contract will be executed immediately.

Financial Summary and Source of Funds:

The estimated value of the five-year contract is \$404,513, which represents a 15% increase over the last contract. This is funded in the annual operating budget.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Vice President of Operations

Memorandum

September 21, 2022

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Quality Assurance Services

Background:

A Request for Proposals (RFP) was issued to engage in quality assurance services for three years, with options for two annual renewals. Independent investigation services generally fall into the following categories:

- On-board observations are conducted to provide route information, passenger count, ADA adherence, safe driver operation, bus cleanliness, etc.
- General service observations are conducted for schedule adherence at time points within our transit system.
- Call center monitoring activities. Several metrics are measured including call length, calls per agent & calls answered.
- Monthly summary reports are provided that include performance summaries and recommendations.

Justification:

Five proposals were received, and the selection committee recommends Tech Valley Security of East Greenbush. Tech Valley provided the best proposal and has been the incumbent provider for the past 15 years.

Recommendation:

I recommend a contract to Tech Valley Security for three years, with options for two annual renewals.

Copy: Chief Executive Officer
Director of Procurement
Director of Maintenance

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification**

1. TYPE OF CONTRACT (check one):

Construction & Maintenance Goods, Commodities & Supplies Bus Purchase
 Services & Consultants Transportation & Operational Services

2. TERMS OF PERFORMANCE (check one):

One-Shot Deal: Complete scope and fixed value
 Fixed Fee For Services: Time and materials - open value
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy
 Change Order: Add on to existing contract

3. CONTRACT VALUE:

\$404,513 (NTE) fixed estimated (circle one)

4. PROCUREMENT METHOD (check one):

Request for Proposals (RFP) Invitation for Bids (IFB) Other

5. TYPE OF PROCEDURE USED (check one):

Micro Purchases (Purchases up to \$2,499.00) Small Purchases (\$25,000 up to \$100,000)
 Sealed Bid/Invitation for Bids (IFB) (Over \$100,000) Request for Proposals (RFP)
 Professional Services (Over \$25,000) Sole or Single Source (Non-Competitive)

6. SELECTION CRITERION USED:

Number of Proposals/Bids Solicited # 19 or Advertised
Number of Proposals/Bids Received # 5

Attach Summary of Bids/Proposals

7. Disadvantaged/Minority/Women's Business Enterprise (D/MWBE) involvement

Are there known D/MWBEs that provide this good or service?	<u>Yes</u>	No	
Number of D/MWBEs bidding/proposing	<u>2</u>		
D/MWBE Certification on file?	Yes	No	<u>Not Applicable</u>
Was contract awarded to a D/MWBE?	Yes	<u>No</u>	
Number of D/MWBE Subcontractors	<u>0</u>		

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Tech Valley Security
96 Thompson Hill Road
East Greenbush, NY 12144

8. SOURCE OF FUNDS: Funded in the next five operating budgets starting in FY2023.

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

Non-Collusion Affidavit of Bidder	(<u>Yes</u> , No, N/A)
Disclosure & Certificate of Prior Non-Responsibility Determinations	(<u>Yes</u> , No, N/A)
Disclosure of Contacts (only RFPs)	(<u>Yes</u> , No, N/A)
Certification with FTA's Bus Testing Requirements	(Yes, No, <u>N/A</u>)

10. RESPONSIBLE STAFF CERTIFIES THE INTEGRITY OF THIS PROCUREMENT/CONTRACT:

Stacy Sansky, Director of Procurement DATED: September 21, 2022

Cummulative Scorecard for CDTA TRANS 20-8000

	Customer Point of View-Atlanta, GA	Tech Valley Security-Rensselaer, NY	Alliance Risk Group-Clifton Park, NY	Tripi Detective Agency-Albany, NY	TruView BSI, LLC-Hicksville, NY
Experience with this type of Assignment/Similar Work (90 points)	84	88	67	59	81
Price Proposal (90 points)	66	85	43	42	71
Qualifications of Key Personnel Conducting Investigations (75 points)	64	64	52	51	64
References (30 points)	19	27	15	15	21
D/MWBE and/or SDVOB Participation (15 points)	15	0	6	0	15
TOTAL 300 points	248	264	183	167	252

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 37 - 2022**

Awarding a Single Bid Contract For Bus Shelter Glass Replacement

WHEREAS, the Capital District Transportation Authority (“Authority”) is charged by title 11-C of the Public Authorities Law with providing omnibus transportation within the Capital District transportation district, and

WHEREAS, the Authority has a program to install and improve bus shelters for the use of transit customers at various locations, and

WHEREAS, shelters are sometimes damaged and may require glass replacement in order to maintain safe and clean waiting areas for customers, and

WHEREAS, after issuance of a competitive invitation for bids for bus shelter glass replacement, a single bid was received from Provincial Contractor Services, LLC of Castleton, NY (“Provincial”), with an annual cost not to exceed \$58,000, and

WHEREAS, after due diligence and inquiry, the Authority is satisfied that the bid specifications were not exclusionary in nature, and now recommends awarding the bus shelter glass replacement contract to Provincial, and

WHEREAS, the term of the contract shall be three years with two optional one-year renewals.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a three-year bus shelter glass replacement contract, with two optional one-year renewals, to Provincial Contractor Services, LLC of Castleton, NY, for a five-year total amount of \$290,000 and subject to the contractor’s compliance with the contract requirements.
2. The source of funds shall be the Annual Operating Budget.
3. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 28th day of September, 2022

Dated: September 28, 2022

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract for shelter glass to Provincial Contractor Services.

Committee: Performance Monitoring/Audit

Committee Meeting Date: September 21, 2022

Board Action Date: September 28, 2022

Background:

The current shelter glass contract is set to expire.

Purpose:

To provide glass for damaged shelters to maintain safe and clean waiting areas for customers.

Summary of Proposal:

An Invitation for Bids (IFB) was issued for glass replacement for our shelters. The IFB provided specific details, estimated quantities, glass quality and storage requirements. Nine vendors downloaded the IFB and a single bid was received. Staff polled the bid list to find out why other bids were not submitted. Several firms were bid clearinghouses, and others stated they did not have capacity to perform work at the scale required. Staff is satisfied that the specifications were not exclusionary and that a contract should be awarded.

Staff recommends a contract to Provincial Contractor Services, LLC (the incumbent) of Castleton, NY for the provision of shelter glass for three years with two optional renewals. Upon Board approval a contract will be executed immediately. Annual costs will vary based upon need but will not exceed \$58,000 per year.

Financial Summary and Source of Funds:

Annual Cost (NTE): \$58,000

Five Year Total: \$290,000

This is funded in the annual operating budget.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

September 21, 2022

To: Performance Monitoring/Audit Committee
From: Christopher Desany, Vice President of Planning & Infrastructure
Subject: Recommendation for Shelter Glass Repair/replacement

Background

CDTA seeks to ensure that our customers have safe, convenient and clean places to wait for buses, and that we are projecting a professional image. From time-to-time vandalism, accidents and weather events cause damage to our shelter glass. It is important to have a contractor available for repairing and replacing this glass in the shelters throughout our system.

CDTA issued an Invitation for Bid to install six different styles of glass (including tempered, Lexan, and plexiglass) that may be in our shelters. The pricing also included the storefront sash (framing system) and cost for glazing gaskets. We received one response from PCS (the incumbent). CDTA has been very satisfied with PCS's performance in the past.

There is no guarantee or requirement for the minimum number of glass units to install. The contract amount is based on unit prices for a specific thickness and style of glass to be replaced.

Recommendation

I recommend awarding a three-year contract with two optional one-year extensions for the shelter glass repair and replacement to PCS of Castleton, NY in an amount not to exceed \$58,000 annually. The actual cost will be based on the unit prices provided in the bid, and the total amount work assigned in that year.

Copy: Chief Executive Officer
Director of Procurement
Director of Facilities



Bid Summary



Contract Name: **Bus Shelter Glass Replacement**

Contract No: **CDTA FAC 206-2000**

Date/Time of Opening: *September 8, 2022 1PM*

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: Provencal Contractor Service Address: 2431 Old Coach Rd Castleton, NY 12033 Contact: Mark Teliska Email: mteliska@pcs-ny.com Phone: 518.365.4775	Install 1/4" glass \$21.12/sf	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
	Install 3/16" glass 21.12/sf		2	DBE __ MBE __ WBE __ SDVOB __
	Material cost 1/4" glass 14.52/sf		3	DBE __ MBE __ WBE __ SDVOB __
	Material cost 3/16" glass \$13.96/sf		4	DBE __ MBE __ WBE __ SDVOB __
	Material cost for 1/4" lexan glass \$13.88/sf			
	Material cost for 1/4" plexiglass \$9.30/sf			
	Material Cost for storefront sash \$17/sf			
	Material Cost for Glazing Gasket \$2.60/sf		5	DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
I, Carm Basile Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____		

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION No. 38 - 2022

Award Contract for Maintenance Uniforms

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged by title 11-C of the Public Authorities Law with providing omnibus transportation within the Capital District transportation district, and

WHEREAS, the Authority is authorized by Public Authorities Law section 1306 to enter into contracts for the purchase of goods and services to meet its transportation objectives, and

WHEREAS, the Authority has the need to acquire uniforms for many of its employees, and

WHEREAS, it has been determined to be in the best interests of the Authority to procure uniforms for maintenance personnel by lease, rather than purchase, and

WHEREAS, after a competitive Request for Proposals (“RFP”) for the lease of maintenance uniforms, a single responsible and responsive proposal was received, and

WHEREAS, a new RFP was then issued with more detailed instructions for submittal requirements, resulting in a single proposal from the incumbent provider, Ulster Uniform Service, and

WHEREAS, the Authority is satisfied with both the RFP process and the proposal itself, and the cost has been determined to be fair and reasonable, and

WHEREAS, the Authority now recommends a three-year uniform rental contract with two optional one-year renewals to Ulster Uniform Service, Inc. of Kingston, New York, for an amount not to exceed \$55,100 per year, with a total five-year contract value of \$275,530.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a three-year uniform contract with two optional one-year renewals to Ulster Uniform Service, Inc. of Kingston, NY, for an amount not to exceed \$55,100 per year, for a total contract value of \$275,530, subject to acceptance and satisfaction of all contract terms and requirements.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds for this purchase will be the annual Operating Budgets.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 28th day of September, 2022.

Dated: September 28, 2022

Joseph M. Spairana , Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract to lease of maintenance uniforms from Ulster Uniform Service.

Committee: Performance Monitoring/Audit

Committee Meeting Date: September 21, 2022

Board Action Date: September 28, 2022

Background:

The current contract for maintenance uniforms is set to expire and a new one is needed.

Purpose:

To provide clean uniforms that meet safety and environmental requirements for maintenance employees.

Summary of Proposal:

A Request for Proposals (RFP) was issued to lease uniforms for maintenance employees. Three proposals were received, but one was deemed not responsible, and one not responsive. A new RFP was issued with more detailed instructions for submittal requirements. As a result of the new RFP, a single proposal was received from the incumbent provider, Ulster Uniform Service. Staff is satisfied with this proposal. Uniform rental companies are limited to a few vendors in this area and two of them have performed unfavorably under previous contracts with us. This procurement was advertised in local and state-wide publications as well as minority-focused publications and the CDTA website.

Staff recommends a contract be awarded to Ulster Uniform Service of Kingston, New York for the lease of maintenance uniforms for a term of three years with two optional renewal years for \$55,100 per year. This represents a 14% price increase over the previous contract. Upon Board approval a contract will be executed immediately.

Financial Summary and Source of Funds:

Contract minimum value is \$275,530 over five years. Actual costs may increase or decrease based on number of maintenance employees. This is funded in our operating budget.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Vice President of Operations

Memorandum

September 21, 2022

To: Performance Monitoring/Audit Committee
From: Lance Zarcone, Vice President of Operations
Subject: Approve Contract for Maintenance Uniforms

Overview

Uniforms for all maintenance employees are rented instead of purchased. Since uniforms are subject to harsh conditions, using a laundered service is much better than cleaning these uniforms at home. Employees are provided five complete uniform sets per week and a locker is provided for each employee to store clean uniforms. Additionally, entry floor mats for all CDTA locations are provided by this company. As with uniforms, they are cleaned and maintained by the vendor.

Many companies have moved away from providing a uniform laundering service, and as a result, few vendors remain. Many smaller vendors have been purchased by larger vendors further limiting options.

Historically, uniform contracts have required significant management oversight because vendors have been difficult to work with. In 2018, CDTA was not able to implement a new contract with an awarded vendor and ultimately terminated the process. Ulster Uniform Service stepped in and quickly got a new program up and running. Ulster has provided satisfactory service over the course of this contract.

Recommendation

I recommend a three-year contract with two, one-year extensions be awarded to Ulster Uniform Service of Kingston, New York for maintenance uniforms for an amount not to exceed \$275,530.

Copy: Chief Executive Officer
Director of Maintenance
Director of Procurement

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification**

1. TYPE OF CONTRACT (check one):

Construction & Maintenance Goods, Commodities & Supplies Bus Purchase
 Services & Consultants Transportation & Operational Services

2. TERMS OF PERFORMANCE (check one):

One-Shot Deal: Complete scope and fixed value
 Fixed Fee For Services: Time and materials - open value
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy
 Change Order: Add on to existing contract

3. CONTRACT VALUE:

\$275,530 (over five years) fixed estimated (circle one)

4. PROCUREMENT METHOD (check one):

Request for Proposals (RFP) Invitation for Bids (IFB) Other

5. TYPE OF PROCEDURE USED (check one):

Micro Purchases (Purchases up to \$2,499.00) Small Purchases (\$25,000 up to \$100,000)
 Sealed Bid/Invitation for Bids (IFB) (Over \$100,000) Request for Proposals (RFP)
 Professional Services (Over \$25,000) Sole or Single Source (Non-Competitive)

6. SELECTION CRITERION USED:

Number of Proposals/Bids Solicited # 12 and Advertised
Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

7. Disadvantaged Business Enterprise (DBE)/Minority/Women's Business Enterprise (MWBE) involvement

Are there known DBEs/MWBEs that provide this good or service?	Yes	No	
Number of DBEs/MWBEs bidding/proposing	<u>0</u>	DBE	<u>0</u> MWBE
DBE/MWBE Certification on file?	Yes	No	<u>Not Applicable</u>
Was contract awarded to a DBE/MWBE?	Yes	<u>No</u>	
Number of DBE/MWBE Subcontractors	<u>0</u>	DBE	<u>0</u> MWBE

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Ulster Uniform Service, Inc.
541 Broadway
Kingston, NY 12401

8. SOURCE OF FUNDS: The next five Operating Budgets starting in FY2023

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

Non-Collusion Affidavit of Bidder	(Yes, No, N/A)
Disclosure & Certificate of Prior Non-Responsibility Determinations	(Yes, No, N/A)
Disclosure of Contacts (only RFPs)	(Yes, No, N/A)
Certification with FTA's Bus Testing Requirements	(Yes, No, <u>N/A</u>)

10. RESPONSIBLE STAFF CERTIFIES THE INTEGRITY OF THIS PROCUREMENT/CONTRACT:

Stacy Sansky, Director of Procurement DATED: September 21, 2022

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 39 - 2022**

Approving the Operating Budget Adjustment for Fiscal Year 2023

WHEREAS, the Capital District Transportation Authority (the “Authority”) is required by Public Authorities law sections 1305-a and 1306 to prepare and file an annual budget; and

WHEREAS, by way of Resolution 16 - 2022, the Authority adopted the FY2023 Operating Budget, and

WHEREAS, since the adoption of the FY2023 Operating Budget, positive changes in revenue have necessitated modification of the overall budget amount, and

WHEREAS, the Authority now desires to adjust the FY2023 Operating Budget to account for a \$2,899,000 increase in STOA, making the following changes:

- Increasing the STOA line to \$51,636,600
- Decreasing the Federal Assistance line to \$29,905,923
- Increasing the Wages line to \$57,546,254

resulting in a revised FY2023 Operating Budget of \$116,248,217

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby approves and adopts the adjusted FY2023 Operating Budget, as attached.
2. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 28th day of September, 2022.

Dated: September 28, 2022

Joseph M. Spairana, Jr., Secretary

**Capital District Transportation Authority
FY2023 Draft Operating Budget Adjustment
September 15, 2022**

Revenue Item	FY2023 Budget	Adjustment	Revised FY2023 Budget	% change
Mortgage Tax	\$12,550,000		\$12,550,000	
Customer Revenue	\$14,569,000		\$14,569,000	
Advertising	\$1,392,500		\$1,392,500	
RRS and Facilities Income	\$1,912,908		\$1,912,908	
Other	\$158,500		\$158,500	
Federal Assistance	\$30,905,923	(\$1,000,000)	\$29,905,923	-3.2%
State Operating Assistance	\$48,737,600	\$2,899,000	\$51,636,600	5.9%
State Operating Assistance - NX	\$400,000		\$400,000	
County Assistance	\$1,917,000		\$1,917,000	
Grants	\$1,805,786		\$1,805,786	
Total Revenue	\$114,349,217	\$1,899,000	\$116,248,217	1.7%
Expense Item	FY2023 Budget	Adjustment	FY2023 Budget	% change
Wages	\$56,046,254	\$1,500,000	\$57,546,254	2.7%
FICA	\$3,962,750		\$3,962,750	
Health Benefits	\$12,050,871		\$12,050,871	
Workers' Comp	\$2,986,718		\$2,986,718	
Other Benefits	\$4,865,487		\$4,865,487	
Professional Services	\$4,709,745		\$4,709,745	
Materials and Supplies	\$1,994,023		\$1,994,023	
Miscellaneous	\$786,853		\$786,853	
Maintenance Services	\$3,365,258		\$3,365,258	
Purchased Transportation	\$9,343,094		\$9,343,094	
Utilities	\$1,031,220	\$399,000	\$1,430,220	38.7%
Fuel	\$5,847,249		\$5,847,249	
Parts Tires Oil	\$5,968,775		\$5,968,775	
General Insurance	\$1,012,046		\$1,012,046	
Claims	\$378,875		\$378,875	
Total Expenses	\$114,349,217	\$1,899,000	\$116,248,217	1.7%
Revenue over Expense	\$0	\$0	\$0	\$0



Memorandum

September 28, 2022

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for September

Overview

My monthly report provides a glimpse into the activities, accomplishments, and issues the CDTA team is dealing with. It shows how we advance our agenda as the region's mobility manager and the work we are doing to sharpen outreach, brand awareness, and increase the value we bring to communities.

We have a full month of operating experience in Montgomery County. Although there have been issues to work through, the service is operating efficiently. Students at Amsterdam High School use service to get to and from school, afterschool activities, jobs, and other places they need to get to. On average, about 300 students are using the service as part of our Universal Access agreement with the school district. We have turned fareboxes on after two weeks of complimentary free rides and are tracking ridership and looking at volume locations and growth opportunities. Thanks to the efforts of staff and our transportation and maintenance employees who operate the service, things are going well, and we are integrating the operation into our daily routine. We are working in the community to increase awareness of CDTA and what we do, developing partnerships and new opportunities in our fifth member county. As always, the work of our employees is outstanding as they accept challenges and make things happen.

As our expansion into Montgomery County became a reality, we are engaged in discussions about a merger with the Greater Glens Falls Transit system. This would involve Warren County joining the authority and the employees, buses and facilities owned by the GGFT absorbed into CDTA. We would operate the same routes as they do now and use funding sources that are in place to finance the operation. If Warren County joins the authority, we would collect Mortgage Recording Tax as we do in the other counties that are members of CDTA. The merger makes sense as the Glens Falls system is extremely efficient, we already operate CDPHP *Cycle!* in Glens Falls and Lake George, and we have helped GGFT with their summer trolley operations for the past two years. There is a good deal of work to be done but we are encouraged about the possibilities of a northward expansion for CDTA.

As we look for ways to expand and seek new opportunities, the reality of our employment levels plays into every discussion. The difficulties with hiring and retention continue, most notably in our transportation and maintenance departments. Bus operator availability is causing daily issues and there is a constant reassignment process to fulfill service requirements. This is taxing for operations staff who work full-time on this. Human Resources staff continues to be outstanding as they fill training classes. As of this writing, close to 20 people are in bus operator training and another large class is being filled for a mid-October start. We will continue to respond with new

ways to recruit and train employees as we align our resources to current and future service demands.

COVID-19 infections continue at a steady pace. There have been more than a dozen positive cases in September. This strains our daily service deployment process as new variants spread throughout our workplace and our community. With a minimum requirement of 5 days off because of a positive test, employee availability is never guaranteed. We continue to keep employees safe, to encourage vaccinations and to provide testing whenever it is needed.

On a related subset, we are pleased that the state mask mandate was lifted on public transportation vehicles. Although we support all efforts to keep people safe and to reduce the risk of COVID spread, buses were one of the last places that masks were required. This caused a good deal of conflict between customers and our operators were often put in difficult situations. They asked for relief, and we were pleased with this action. Our policy on buses and in our facilities is that masks are not required but encouraged and supported.

We provided an update on our maintenance audit at the Performance Monitoring committee meeting. This annual audit is conducted by the Transportation Resource Center. We are one of only a few transit systems that work with a neutral third party to inspect buses, facilities, and procedures in maintenance operations. This gives us an independent assessment of our work, the thoroughness of our procedures and policies, and the effectiveness of our safety initiatives. The audit found all to be well, and it provides recommendations for continued improvement in maintenance management. This is important work, and we thank the board for their continued support of the audit process.

It is hard to believe that we are almost through Season 6 with CDPHP *Cycle!* as it nears yet another ridership record. Year after year, use of *Cycle* increases and we have responded with more stations, more bikes, and new programs to encourage and support bike riding. To date this season, more than 50,000 rides have been taken on *Cycle!* bikes. CDTA and CDPHP are now synonymous, and we will continue to grow the program as we give the Capital Region more mobility and better connections to the things they want and need.

As new electric vehicles are delivered, facilities are upgraded and new mobility options like DRIVE are added to our menu of offerings, CDTA is changing. Change is inevitable and we are rethinking how to design our service and product lines to align with the needs of customers, partners, and communities. This willingness to change and innovate is what separates CDTA from the pack and aligns us with our mission to *Connect Communities*.

To ensure that we are focused in the right areas, we will hold our annual Strategic Planning Retreat in November. We will carve out time for the board and staff to consider our agenda, to talk about focus areas, and to establish priorities for this work. Some of the things we will discuss include the work we are doing with electrification and options that might be available. As part of this discussion, we will consider our facilities and the need to build new ones that can accommodate a growing organization. We will consider service design and what our network will look like as we manage more mobility options. No strategic discussion at CDTA is complete without consideration of our partners and connections to the community. At the end of the day, employees, customers and communities will be the focus of our work.

Performance Measures

Key Performance indicators for the company are included in our monthly reports. Data is for August, and it is compared to data from August 2021.

The company is on solid financial footing. We appreciate the board's flexibility in approving a budget adjustment that will align revenue and expenses and accommodate for changes in funding streams. It also adjusts for unforeseen increases in expenses, especially utilities.

With almost half of the year under our belt, revenue lines are strong. This is driven by the Mortgage Recording Tax, return of riders to our system and a corresponding increase in customer revenue, and the return of parking revenue at Rensselaer Rail Station.

Total revenue in August was 20% ahead of budget; year to date, we are 24% ahead of budget. MRT was \$1.3 million in August; year-to-date, we are at \$7 million, 34% ahead of budget. Customer revenue was \$1.4 million in August; year to date, we are at \$6.9 million, 15% ahead of budget. Facility revenue was \$209,000; year to date, we are 34% ahead of budget.

Total expenses for August were 4% under budget; year to date, we are 6% under budget. Wages totaled \$4.7 million in August, 1% over budget; year to date, the wage line is 3% under budget. This gain will be absorbed by the addition of Montgomery County service and the attendance bonus program. Most expensive lines were under budget for the month as staff controls how we spend money. Utility costs were 52% over budget in August and 27% over for the year to date. This is driven by high rates, and it will become more pronounced in colder months. Staff is monitoring this and doing what we can to conserve. The cost for health benefits is lower than expected, due to headcounts being below budgeted levels. As we bring employees into the organization with hopes of higher retention rates, this will change.

Total ridership in August was 1.14 million, 21% more than last August. We continue to see ridership improve; we are now 80% of where we were before the pandemic began. As discussed in committee meetings, the way ridership is distributed (among routes and day parts) has changed and we are looking to see what adjustments we should make in planning and service delivery. STAR ridership totaled 28,400 in August, 17% more than last August. Northway Express ridership continues to improve with ridership twice what it was last year. This market is made up almost exclusively of state employees, many of whom continue to work remotely.

We missed 810 trips on the fixed route system; last August, we missed 300 trips. This continues to be a difficult issue for us as we balance service delivery with the issues we have with hiring, retention, and growth. We are constantly introducing new ways to bring employees into the company and ways to retain them.

There were 38 accidents in August with 23 categorized as preventable. All but one preventive maintenance inspections were on time. Scheduled maintenance work was at 80%. On time performance for fixed route service was at 72%. STAR service operated within our 10-minute scheduling window 80% of the time. There were 11,900 calls to the STAR reservation center.

Our call center processed 275 comments compared to 245 last August. There were 76 comments about STAR; last August, we received 46 comments. Response time to close customer inquiries within 10 days was 87%. There were 719,000 page views at www.cdfa.org.

Activity Report

Our activity report illustrates the work of our company in the community. In addition to what I report, our staff is engaged in meetings and events to showcase CDTA and to develop our work. Our efforts position the company for success and future development.

- On Thursday, September 1, I spoke with a reporter from the Daily Gazette about the things we are doing to attract employees to CDTA. I focused on the things we are doing with social media, community outreach and job fairs.
- On Thursday, September 1, I joined our Human Resources staff in a meeting with our consultants from Tangible Development to talk about Diversity, Equity and Inclusion.
- On Thursday, September 1, I attended a meeting of the CDTC Policy Board. We reviewed a full agenda, which included a number of TIP amendments, mostly because of new funding streams; this included some of our projects.
- On Tuesday, September 6, I had the pleasure of meeting 20 new employees on their first day of training to be CDTA bus operators. We talked about the work we are doing and our expectations of them. This is one of our largest classes in recent memory and we moved the classroom section to the Albany Marriott to accommodate everyone.
- On Wednesday, September 7, I spoke with a Spectrum News reporter about the Governor's action to lift the mask mandate on public transit buses. I highlighted the relief this will provide for our bus operators and the calming effect it is having on board buses.
- On Thursday, September 8, I participated in a meeting of the NYPTA Nominating Committee. We developed a slate of officers for the upcoming year.
- On Monday, September 12, I attended a meeting of the Colonie IDA and LDC. I am a member of both boards that work to improve economic development efforts in the town. We heard a proposal for senior housing and ways to incorporate social media into our outreach work.
- On Tuesday, September 13, I met with Andrew Mangini from the Martin Group to talk about the work we do. The Martin Group works with us on public relations and positioning projects.
- On Wednesday, September 14, I chaired a meeting of the United Way executive committee. We discussed organizational financing, cash flow and short-term borrowing.
- On Wednesday, September 14, I joined members of the NYPTA Leadership Team to interview firms for association management services.
- On Thursday, September 15, I attended the first meeting of our new Safety Committee. This is a joint effort between management and the union to improve the culture of safety at CDTA. The 14 members, 7 from management and 7 from ATU 1321, will work to identify safety issues, develop a plan to improve safety and instill a stronger culture of safety throughout the company. More to follow on their important work.
- On Friday, September 16, Chris Desany, Mike Collins, and I met with Scott Sopczyk to continue discussions on a merger of the two systems. We focused on Glens Falls employees and how they would be merged into the CDTA family.

- On Tuesday, September 20, I participated in the Rensselaer County Chamber's panel discussion titled, *Capital Region in Motion* at the Albany International Airport. The panel was chaired by Casey Seiler from the Times Union, and included Phil Calderone from the Airport, Pat Barnes from NYSDOT and Claudia Butler from Amtrak. Good discussion about transportation projects and the direction in which we are headed. Nice to see Joe Spairana, Pat Lance and Georgie Nugent in attendance.
- On Tuesday, September 20, I joined the NYPTA Leadership team in a meeting about association management services. We are preparing for a transition to a new firm and the associated activities that need to take place.
- On Thursday, September 21, 2022. I chaired a meeting of the United Way Board of Directors. We heard reports on organizational finances, workplace giving campaigns and community initiatives (the programs the United Way funds).
- On Thursday, September 22, I attended a meeting of the CBA Board of Trustees. This was our first meeting of the school year, and we heard about record student enrollment, plans for a new indoor athletic facility, and a continuation of our capital campaign.
- On Thursday, September 22, I met with Mike Fleischer. Mike was Executive Director at the Thruway Authority and Deputy Commissioner at NYSDOT. He is now a lobbyist. We get together a few times during the year to talk about transportation funding issues.
- On Thursday, September 22, I accepted an award from the Homeless and Travelers Aid Society. CDTA was recognized for our work during Code Blue emergencies.
- On Thursday, September 22, my wife Sheila, and I joined Jaime Kazlo at Coaches vs. Cancer, held at the Capital Center. CVC is an annual event sponsored by the American Cancer Society, one of our long-time partners. One of the honorees was Anthony Marino, the regional vice president at ACS and founder of the CVC event and Real Men Wear Pink.

Final Thoughts

Our work to make CDTA bigger and better continues. Adding Montgomery County was the first such addition in the history of our company. This has been well received by that community, who want everything that CDTA has to offer. As we consider adding Warren County, this is another sign of a bright future for CDTA. As I say on many occasions, the best is yet to come.

CDTA Provides Mobility Solutions that Connect the Region's Communities

**Capital District Transportation Authority
Resolution No 40**

Expressing Thanks, Farewell and Godspeed to:

Mark A. Schaeffer

WHEREAS Mark A. Schaeffer has represented Albany County with distinction as a board member of the Capital District Transportation Authority since June 2016; and,

WHEREAS Mr. Schaeffer served the board with thoughtfulness, compassion, and an unending regard for customers and CDTA employees; and,

WHEREAS Mr. Schaeffer brought to the board his professional talents from a lengthy career at the New York State Department of Health and Department of Social Services; and,

WHEREAS Mr. Schaeffer is an active citizen who is deeply concerned about issues regarding energy, sustainability, environmental health, land use and transportation; and,

WHEREAS Mr. Schaeffer is committed to the electrification and supporting infrastructure for the CDTA fleet and facilities; and,

WHEREAS Mr. Schaeffer is extremely knowledgeable about the ideas of new urbanism and effective transit development, that he often shared with CDTA board members and staff; and,

WHEREAS Mr. Schaeffer provided sage counsel during the height of the COVID-19 pandemic with input that guided the company plan for tracking, testing and vaccinations; and,

WHEREAS Mr. Schaeffer is a regular CDTA customer who uses the services frequently to travel throughout the Capital Region; and,

WHEREAS Mr. Schaeffer provided the board and staff with a rider's perspective regarding operations, scheduling, and service planning; and,

WHEREAS Mr. Schaeffer served as Board Secretary from 2018 to 2022, embracing his leadership role; and,

WHEREAS Mr. Schaeffer provided wise and invaluable counsel and advice to board members and staff members alike; and,

WHEREAS Mr. Schaeffer's tenure on the CDTA Board of Directors has ended,

NOW, THEREFORE BE IT RESOLVED, that the Board Members, staff, and employees of the Capital District Transportation Authority wish Godspeed and Best Wishes to Mark A. Schaeffer as he completes this assignment and extraordinary record of public service; and,

BE IT FURTHER RESOLVED that a copy of this resolution, in addition to being spread upon the minutes of the Authority, be suitably framed, and presented to Mark. A. Schaeffer.