CDTA COMMITTEE AGENDA
Performance Monitoring/Audit Committee
Wednesday, August 19, 2020 | 12:00 pm | Microsoft Teams Meeting

Committee Item | Responsibility
---|---
Call to Order | Denise Figueroa
Ascertain Quorum | Denise Figueroa
Agenda Approval | Denise Figueroa
Approve Minutes of Wednesday, June 17, 2020 | Denise Figueroa

Consent Agenda Items
- Approve Contract for Engine Oil | Stacy Sansky
- Approve Contract for Scheduling Software Maintenance | Stacy Sansky
- Approve Contract for Protective Barriers | Stacy Sansky
- Approve Contract for Security Services at RRS | Stacy Sansky
- Resolution to Accept State Grant for River BRT | Philip Parella
- Resolution to Accept State Funds | Philip Parella

Audit Committee
- No items scheduled

Investment Committee
- No items scheduled

Administrative Discussion Items
- Monthly Management Report* | Mike Collins
- Monthly Non-Financial Report | Chris Desany

Executive Session
- No items scheduled

Next Meeting Date: Wednesday, September 23, 2020 at noon via Microsoft Teams and 110 Watervliet Avenue

Adjourn | Denise Figueroa

* Indicates Material (Or Additional Material) Will Be Provided at Meeting
Capital District Transportation Authority
Performance Monitoring/Audit Committee
Meeting Minutes – June 17, 2020 at 12:00 pm; 110 Watervliet Avenue, Albany


Meeting Purpose
Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the May 20, 2020 meeting were reviewed and approved.

Audit Committee Items

Approve Contract for Bokland Building Demo
- We have discussed the need for additional facility storage because of upcoming service expansions; and we recently purchased the Bokland property to provide employee parking to accommodate the Albany garage expansion. We received 7 bids for building demolition and construction of a new parking area. New Castle Paving provided the lowest bid. Staff recommends a contract to New Castle Paving of Troy for an amount of $411,201 with a 20% contingency of $82,240.

- A contract to New Castle Paving of Troy for an amount not to exceed $493,441 will be recommended to the board for approval.

Approve the Safety Management System (SMS) Plan
- The FTA requires all transit agencies to adopt a board approved Safety Management System (SMS) plan, otherwise known as an organizational safety plan. This plan builds on our New York State approved safety plan that has been in place for many years. The SMS plan is a data driven approach to mitigate risk. It establishes responsibilities; identifies risks; ensures plan implementation; and promotes safety information. As we begin the implementation phase, the board will be provided periodic information and updates leading to an annual board approval. The plan is included in your packet.

- The implementation of the Safety Management Systems (SMS) plan as required by the Federal Transit Administration will be recommended to the board for approval.

Approve Drug & Alcohol Policy Changes
- The annual review of the Drug and Alcohol Policy is required by federal regulations and our own company standards. There was only one non-regulatory procedural change made to the policy document. The revised policy is included in your packet.

- The revised Drug and Alcohol Policy will be recommended to the board for approval.

Investment Committee Items
- The Investment Committee will meet on June 24th.
Administrative Discussion Items

Accident Review Annual Report

- Rich Cordero gave the annual report on bus accidents. There were 572 accidents this year, an increase of 6% from last year. The accident rate was 5.5 per 100,000 miles. There was 20% increase in preventable accidents, about half were due to construction at the Troy garage.

- Looking forward to FY2021, Rich talked about training for supervisors in identifying aggressive driving habits; new refresher programs and rolling out the new SMS plan. The goal is to reduce accidents by 5% next year.

Workplace Safety Annual Report

- Jack Grogan gave the annual workplace safety report. After several years of decreasing accidents, we saw an increase of 16 workplace accidents. There were 81 workplace accidents.

- The major cost driver of our program is the Maximum Weekly Benefit. The weekly benefit is currently $934 per week. Luckily, Scheduled Loss of Use awards decreased by $321,000 over the past two years due to changes in state legislation.

- Recommendations include intensifying claims management and more work in departments to correct environmental factors that may cause unsafe work areas.

Monthly Management Report

- Mike Collins gave the Monthly Management Report. The impact of COVID-19 continues to have a major impact on our budget. Most revenue categories remain under budget, with the exception of MRT which was over budget by 12%. Although we report operating assistance according to budgeted accruals, the state has not made its STOA payment and has not indicated when they plan to. Revenue looks healthy (99% above budget) because we are reporting state assistance based on the NYS budget; we are also including CARES funding as part of operating assistance. Expenses are down by about 14%.

Monthly Non-Financial (performance) Report

- Chris Desany gave the Monthly Non-Financial Report. COVID-19 continues to have a significant impact on ridership. Total ridership is down 58% for the fiscal year; STAR is down 64% for the year. On time performance for fixed route is at 75%; while STAR on-time performance was at 94%.

Executive Session

- No items scheduled

Next Meeting

Wednesday, August 19, 2020 at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.
Capital District Transportation Authority
Agenda Action Proposal

Subject: Award recommendation for a contract to purchase heavy duty engine oil from Brenntag Lubricants Northeast of Manchester, New Hampshire.

Committee: Performance Monitoring/Audit
Committee Meeting Date: August 19, 2020
Board Action Date: August 26, 2020

Background:
Heavy duty engine oil is a high cost fluid used in our fleet of buses. Staff conducts a competitive procurement to ensure availability and price stability. Typically, this item is procured every one (1) or two (2) years because of price volatility.

Purpose:
Heavy Duty Engine Oil is a required fluid for the routine maintenance of CDTA vehicles.

Summary of Proposal:
An Invitation for Bids (IFB) was issued for a firm to provide two types of heavy-duty engine oil for our fleet of vehicles. The IFB also required a price to provide oil testing kits that are utilized as part of the preventative maintenance process.

Three (3) bids were received. Staff recommends a contract for the purchase of heavy-duty engine oil be awarded to Brenntag Lubricants Northeast of Manchester, NH for an estimated year 1 cost of $92,800. The amount is an estimate based upon actual number of gallons and test kits required during the course of a year. This contract is for one year with one optional renewal year. Renewal year pricing is tied to the Consumer Price Index (CPI) if we choose to exercise that option. This cost represents a 22% price decrease from the previous contract.

Upon Board approval this contract will be executed immediately.

Financial Summary and Source of Funds:
The estimated first year cost is $92,800 and is funded through the FY2021 operating budget. The estimated second year cost is the same without the CPI escalator for a total estimated contract value of $185,600.

Prepared by:
Stacy Sansky, Director of Procurement

Project Manager:
Lance Zarcone, Vice President of Operations
Memorandum

August 19, 2020

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Heavy Duty Engine Oil

An Invitation for Bids (IFB) was issued requesting a firm to provide multi-grade engine oil to be used in CDTA’s fleet of buses. In addition, the IFB requires the firm to provide used oil analysis through an independent laboratory.

The used oil analysis is performed every 12k miles during regularly scheduled preventative maintenance inspections. The analysis will help detect premature engine failure and other engine oil abnormalities (fuel, coolant, etc.). We estimate that roughly 19,000 gallons of Multi-Grade Engine oils will be required annually.

Bids were solicited and three bids were received. Maintenance staff reviewed the oil specifications to confirm its compatibility with CDTA’s engines.

Staff is requesting a one-year contract with one optional renewal year to be awarded to Brenntag Lubricants Northeast, of Manchester, NH for an amount of $92,800 per year for a total estimated contract value of $185,600.

Copy: Chief Executive Officer
    Director of Procurement
CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

1. TYPE OF CONTRACT (check one):
   ___ Construction & Maintenance    ___ Goods, Commodities & Supplies
   ___ Services & Consultants        ___ Bus Purchase
   ___ 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:
   $185,600 (two 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)
   ___ Sealed Bid/Invitation for Bids (IFB) (Over $100,000)
   ___ Professional Services (Over $25,000)
   ___ Request for Proposals (RFP)
   ___ Sole or Single Source (Non-Competitive)

6. SELECTION CRITERION USED:
   Number of Proposals/Bids Solicited    # 14 and Advertised
   Number of Proposals/Bids Received    # 3

   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    ___ 0 DBE  ___ 0 MWBE
   DBE/MWBE Certification on file?   Yes   No   Not Applicable
   Was contract awarded to a DBE/MWBE?   Yes   No
   Number of DBE/MWBE Subcontractors    ___ 0 DBE  ___ 0 MWBE

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Brenntag Lubricants Northeast
   1064 Goff Falls Road
   Manchester, NH 03103

8. SOURCE OF FUNDS: _FY2021 Operating Budget

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, N/A)

10. RESPONSIBLE STAFF CERTIFIES THE INTEGRITY OF THIS PROCUREMENT/CONTRACT:
    ___ Stacy Sansky, Director of Procurement     DATED:  ___  July 30, 2020 ___
<table>
<thead>
<tr>
<th>Bidder Contact Information</th>
<th>Base Bid</th>
<th>Option 1 Prices</th>
<th>Total Contract Value for 1 Year</th>
<th>DBE/MWBE/SDVOB Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong> Dennison Lubricants</td>
<td>Multi-Grade SAE 15W-40 $5.59/gal</td>
<td>15W-40 $6.95/gal</td>
<td>15W-40 $83,250</td>
<td>DBE__MBE__WBE__SDVOB__</td>
</tr>
<tr>
<td><strong>Address:</strong> 111 Rhode Island Rd Lakeville, MA 02347</td>
<td>Multi-Grade SAE 5W-20 $4.49/gal</td>
<td>5W-20 $6.43/gal</td>
<td>5W-20 $2,245</td>
<td>DBE__MBE__WBE__SDVOB__</td>
</tr>
<tr>
<td><strong>Contact:</strong> Brian Dennison</td>
<td>Multi-Grade 5W-30 $4.45/gal</td>
<td>5W-30 $6.43/gal</td>
<td>5W-30 $6,735</td>
<td>DBE__MBE__WBE__SDVOB__</td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:briand@denlube.com">briand@denlube.com</a></td>
<td>Oil Test Kits Yr 1 $15.95/gal</td>
<td>Total oil cost for 1 year: $92,830</td>
<td>DBE__MBE__WBE__SDVOB__</td>
<td></td>
</tr>
<tr>
<td><strong>Phone:</strong> 508.946.0500</td>
<td>Oil Test Kits Yr 1 $15.95/gal</td>
<td></td>
<td></td>
<td>DBE__MBE__WBE__SDVOB__</td>
</tr>
</tbody>
</table>

| **Name:** United Auto Supply of Syracuse West, Inc. | Multi-Grade SAE 15W-40 $9.21/gal | 15W-40 $10.21/gal | 15W-40 $138,150 | DBE__MBE__WBE__SDVOB__ |
| **Address:** 1200 State Fair Blvd Syracuse, NY 13209 | Multi-Grade SAE 5W-20 $10.40/gal | 5W-20 $11.40/gal | 5W-20 $5,200 | DBE__MBE__WBE__SDVOB__ |
| **Contact:** Jean Witt | Multi-Grade 5W-30 $10.40/gal | 5W-30 $11.40/gal | 5W-30 $15,600 | DBE__MBE__WBE__SDVOB__ |
| **Email:** jeanwitt@unitedautosupply.com | Oil Test Kits Yr 1 $20.00/ea | Total oil cost for 1 year: $158,950 | DBE__MBE__WBE__SDVOB__ |
| **Phone:** 800.772.1667 | Oil Test Kits Yr 1 $20.00/ea | | | DBE__MBE__WBE__SDVOB__ |

**Name:** Brenntag Lubricants Northeast
**Address:** 1064 Golf Road Manchester, NH 03109
**Contact:** Bid Coordinator
**Email:** binebias@brenntag.com
**Phone:** 603.222.2900

| | Multi-Grade SAE 15W-40 $5.58/gal | 15W-40 no bid | 15W-40 $83,700 | DBE__MBE__WBE__SDVOB__ |
| | Multi-Grade SAE 5W-20 $4.55/gal | 5W-20 $6.15/gal | 5W-20 $2,275 | DBE__MBE__WBE__SDVOB__ |
| | Multi-Grade 5W-30 $4.55/gal | 5W-30 $6.15/gal | 5W-30 $6,825 | DBE__MBE__WBE__SDVOB__ |
| | Oil Test Kits Yr 1 $15.00/gal | Total oil cost for 1 year: $92,800 | DBE__MBE__WBE__SDVOB__ |
| | Oil Test Kits Yr 1 $15.00/gal | | | DBE__MBE__WBE__SDVOB__ |

Alternate 1: 1, 2, 3, 4, 5

Alternate 2: 1, 2, 3, 4, 5

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
Agenda Action Proposal

Subject: Sole source contract award for a scheduling software maintenance contract to GIRO.

Committee: Performance Monitoring/Audit
Committee Meeting Date: August 19, 2020
Board Action Date: August 26, 2020

Background:
The current maintenance agreement for this software is set to expire. To allow for continued support a new agreement is required.

Purpose:
The HASTUS software is utilized for a number of tasks, including vehicle assignments, trip planning and scheduling.

Summary of Proposal:
In 2000, CDTA competitively procured a fixed route scheduling system (HASTUS) from GIRO. The software is proprietary in nature, requiring a sole source procurement for a new maintenance contract. The maintenance contract includes software updates, configuration, consulting services and issue resolution that can only be performed by GIRO. Therefore, staff recommends a one-year contract be awarded to GIRO for a maintenance contract for the Scheduling Software System (HASTUS) for an amount not to exceed $180,203. Staff has reviewed the pricing and finds it to be fair and reasonable.

Financial Summary and Source of Funds:
The $180,203 (Not to Exceed) will be funded in our FY2021 Operating Budget.

Prepared by:
Stacy Sansky, Director of Procurement

Project Manager:
Christopher Desany, Vice President of Planning and Infrastructure
Memorandum

August 19, 2020

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Purchase of Scheduling Software Maintenance Contract

Overview
In 2000, CDTA implemented our fixed route scheduling system (HASTUS) which was competitively procured and provided by GIRO. HASTUS software is used throughout the agency for fixed route scheduling, run cutting, work optimization, mapping, stop information displays, trip planning, stop/route/network development and customer comment tracking, making it one of the most widely used and complex applications in place at CDTA. Upon system acceptance, CDTA entered into a contract for support and maintenance. Over the past year, CDTA has installed a number of new HASTUS software modules for work bidding, daily crewing and vehicle assignments, and other related packages. The support and maintenance agreement is due for renewal and covers existing HASTUS software and 40 days of training and consulting services. Overall, CDTA has been very satisfied with GIRO’s performance.

Justification
This recommendation for a sole source renewal of the HASTUS system maintenance agreement is based on a number of important considerations. Most importantly, the HASTUS system is proprietary, which prevents us from pursuing an independent means to cost effectively support the existing system through another vendor. Services include software updates, configuration, and issue resolution that can only be performed by GIRO. Additional reasons to support this sole source recommendation include:

- GIRO is familiar with the many nuances of their system and its relationship to our requirements and therefore has full knowledge of CDTA needs.
- Utilizing this vendor will result in a zero-net increase in vendors at CDTA.
- Utilizing this vendor will require no third-party integration or customization, which reduces the risk inherent in custom third-party vendor development.
- We have documentation on file noting how the cost is justified by GIRO, which confirms fair and reasonable pricing for this purchase. Additionally, this is single year renewal and next term we will be pursuing a multi-year agreement which will help minimize the annual increases.

Recommendation
I am requesting that a one-year sole source maintenance contract be awarded to GIRO of Montréal, Québec, Canada for an amount of $180,203.

Copy: Chief Executive Officer
Director of Information Technology
1. **TYPE OF CONTRACT (check one):**
   - __ Construction & Maintenance
   - _X_ Goods, Commodities & Supplies
   - ___ Bus Purchase
   - ___ Services & Consultants
   - ___ Transportation & Operational Services

2. **TERMS OF PERFORMANCE (check one):**
   - _X_ 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:**
   - $180,203 fixed estimated (circle one)

4. **PROCUREMENT METHOD (check one):**
   - ___ Request for Proposals (RFP)
   - ___ Invitation for Bids (IFB)
   - _X_ 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)
   - _X_ Sole or Single Source (Non-Competitive)

6. **SELECTION CRITERION USED:**
   - Number of Proposals/Bids Solicited # 1 or Advertised
   - Number of Proposals/Bids Received # 1

   Attach Summary of Bids/Proposals

8. **Disadvantaged/Minority Women’s Business Enterprise (D/MWBE) involvement**
   - Are there known D/MWBEs that provide this good or service? Yes No
   - Number of D/MWBEs bidding/proposing 0
   - D/MWBE Certification on file? Yes No Not Applicable
   - Was contract awarded to a D/MWBE? Yes No
   - Number of D/MWBE Subcontractors 0

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:**
   - GIRO ____________________________
   - 75 rue de Port-Royal Est, bureau 500
   - Montreal, Quebec, Canada H3L 3T1

8. **SOURCE OF FUNDS:** _FY21 Operating Budget

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, N/A)

10. **RESPONSIBLE STAFF CERTIFIES THE INTEGRITY OF THIS PROCUREMENT/CONTRACT:**
    - _Stacy Sansky, Director of Procurement_ DATED: _August 10, 2020_
Capital District Transportation Authority
Agenda Action Proposal

Subject: Award recommendation for an emergency purchase of bus driver barriers from Transit Guard of Pagosa Springs, Colorado.

Committee: Performance Monitoring/Audit
Committee Meeting Date: August 19, 2020
Board Action Date: August 26, 2020

Background:
Protective driver barriers are being installed in all customer facing vehicles to protect operators and customers due to the COVID-19 (Corona Virus) pandemic. Several types of barriers were evaluated and tested. The Safety and Training Department determined that the barrier selected does not cause any interference with the ability to safely operate our vehicles.

Purpose:
To enhance safety measures on fleet for operators and customers.

Summary of Proposal:
A protective operator barrier is needed to protect and maintain a safe and secure work environment for our operators and customers. We have made this a requirement in order to reinstitute front door operation and fare collection.

Because of the health emergency, an expedited timeline was put in place for project completion and an emergency procurement was deemed necessary for the purchase of these barriers. FTA has made allowances for COVID related emergency purchases and we have been compliant in their purchase requirements. Staff is recommending a sole source emergency purchase of operator barriers to Transit Guard of Pagosa Springs, Colorado for $480,500 ($1,747 per bus). Barriers are in the process of being installed now with a goal of completing installation on or about August 19, 2020.

Financial Summary and Source of Funds:
The total cost of these barriers is $480,500 and will be funded by the CARES Act.

Prepared by:
Stacy Sansky, Director of Procurement

Project Manager:
Lance Zarcone, Vice President of Operations
Memorandum

August 19, 2020

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Director of Maintenance

Subject: Operator Protection Barrier

Background:
As CDTA continues providing service during the COVID – 19 pandemic, there have been several processes and safety measures put in place to reduce the risk of exposing our bus operators and the general public to this virus. Actions required the mandatory use of personal protective equipment (PPE) such as masks, gloves, and hand sanitizer; other actions taken includes additional bus service to avoid overcrowding which resulted in temporary elimination of front door operation / fare collection in order to reduce close interaction between the operator and rider.

As time goes by we have had the opportunity to supply the employees with better equipment, implemented a cleaning schedule both in the garages and in the field. Additionally, protective barriers are being installed in the operator’s compartment, after evaluation and product testing. Over the past weeks we have begun installing these barriers in all divisions. The barrier has proven to give additional space needed and did not cause any interference with the operator’s ability to safely operate their vehicle according to the Safety and Training Department. Barriers are being considered for the entire fleet which includes Fixed-Route, STAR and Northway Express (NX) buses. Barriers have been purchased for the STAR and NX fleet separately. All barriers for the fixed route fleet and associated hardware were purchased from Transit Guard, a company based out of Pagosa Spring, Colorado. All vehicle installs will be done in-house by CDTA’s body shop technicians.

Justification:
In order to create a safer environment on the bus for our employees and reinstitute front door operation/fare collection, it was determined the timeline for an Invitation for Bid and product development would not be feasible.

Recommendation:
Staff is recommending a sole source emergency purchase of operator barriers to Transit Guard of Pagosa Springs, Colorado for $480,500 ($1,747 per bus).

Copy: Chief Executive Officer
     Director of Procurement
1. **TYPE OF CONTRACT (check one):**
   - _[ ]_ Construction & Maintenance
   - _x _ 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
   - _x _ Open Purchase Contract: Commitment on specifications and price but no obligation to buy
   - _[ ]_ Change Order: Add on to existing contract

3. **CONTRACT VALUE:**
   - $480,500 ____________ fixed estimated (circle one)

4. **PROCUREMENT METHOD (check one):**
   - _[ ]_ Request for Proposals (RFP)
   - _x _ 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)
   - _x _ Sole or Single Source (Non-Competitive)

6. **SELECTION CRITERION USED:**
   - Number of Proposals/Bids Solicited # _1_ and Advertised
   - Number of Proposals/Bids Received # _1_____

   Attach Summary of Bids/Proposals

9. **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 ___0__ DBE ___0__ MWBE
   - DBE/MWBE Certification on file? Yes No Not Applicable
   - Was contract awarded to a DBE/MWBE? Yes No
   - Number of DBE/MWBE Subcontractors ___0__ DBE ___0__ MWBE

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Transit Guard Inc.
   - PO Box 3771
   - Pagosa Springs, CO 81147

8. **SOURCE OF FUNDS:** _FY2021 Operating Budget_(CARES Act)

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, N/A)

10. **RESPONSIBLE STAFF CERTIFIES THE INTEGRITY OF THIS PROCUREMENT/CONTRACT:**
    - Stacy Sansky, Director of Procurement
    - DATED: __ September 10, 2020 ___________
Capital District Transportation Authority
Agenda Action Proposal

Subject: Award recommendation for a contract to provide uniformed security guard services to FBY Security Services of Brooklyn, New York

Committee: Performance Monitoring/Audit
Committee Meeting Date: August 19, 2020
Board Action Date: August 26, 2020

Background:
Uniformed security guards are utilized at the Rensselaer Rail Station to maintain safety and security of customers, employees and the facility.

Purpose:
The current contract is set to expire and a new one is needed to maintain services.

Summary of Proposal:
An Invitation for Bids (IFB) was issued for a firm to provide uniformed security guard services from 4:00pm-5:00am daily as well as holiday and special coverage. The IFB outlined what areas of the station and grounds to be monitored by the security guards, as well as the requirements for emergencies and staff training.

Twenty-Four (24) firms downloaded the IFB and nine (9) bids were received. Staff from Facilities and Risk Management verified references and interviewed the low bidder and are satisfied with those results. Staff recommends a one-year contract with four optional renewal years for uniformed security services at the Rensselaer Rail Station be awarded to FBY Security Services (a certified MBE) of Brooklyn, New York for an estimated year 1 cost of $162,326. This cost represents a 20% price increase from the previous contract.

Upon Board approval this contract will be executed immediately.

Financial Summary and Source of Funds:
The estimated first year cost is $162,326 and is funded through the FY2021 operating budget. The cost will vary slightly for annual renewals based on need and current prevailing wage rates, but the estimated five-year value is $811,632.

Prepared by:
Stacy Sansky, Director of Procurement

Project Manager:
Jeremy Smith, Director of Facilities
Memorandum

August 19, 2020

To: Performance Monitoring/Audit Committee

From: Jeremy Smith, Director of Facilities

Subject: Approval of Uniformed Security Contract for Rensselaer Rail Station

Background
Security of the Rensselaer Rail Station is a priority for CDTA. CDTA contracts with a uniformed security agency to provide a safe and reliable facility for the public. The current contract is set to expire in August 2020. Nine bids were received and FBY Security Services Inc. out of Brooklyn New York was the low bidder.

Justification
All bids were reviewed, references were checked for the low bidder and an interview was conducted on July 30, 2020 by Rail Station Manager John Rich, Director of Risk Management Jack Grogan and Director of Facilities Jeremy Smith. All questions were answered satisfactorily.

Recommendation
At this time, I am recommending awarding a contract to FBY Security Services, INC. of Brooklyn, NY based on an hourly rate per uniformed security guard of $24.21.

Copy: Chief Executive Officer
      Director of Procurement
      Director of Risk Management
CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

1. TYPE OF CONTRACT (check one):
   __ Construction & Maintenance  _ ___ Goods, Commodities & Supplies  ____ Bus Purchase
   _X__ Services & Consultants  ____ Transportation & Operational Services

2. TERMS OF PERFORMANCE (check one):
   _ _ _ One-Shot Deal: Complete scope and fixed value
   _X__ 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:
   __ $811,632 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)
   _X__ 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 # 24  and  Advertised
   Number of Proposals/Bids Received # 9

   Attach Summary of Bids/Proposals

10. 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  ___ 1  DBE  ___ 4  MWBE
   DBE/MWBE Certification on file?  Yes  No  Not Applicable
   Was contract awarded to a DBE/MWBE?  Yes  No
   Number of DBE/MWBE Subcontractors  ___ 0  DBE  ___ 0  MWBE

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: FBY Security Services

   2792 Ocean Ave St LL
   Brooklyn, NY 11229

8. SOURCE OF FUNDS: _FY2021 Operating Budget

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, N/A)

10. RESPONSIBLE STAFF CERTIFIES THE INTEGRITY OF THIS PROCUREMENT/CONTRACT:
    __Stacy Sansky, Director of Procurement_______  DATED:  ____ July 30, 2020 ________
<table>
<thead>
<tr>
<th>Bidder Contact Information</th>
<th>Base Bid/Lump Sum</th>
<th>Bid Alternate-</th>
<th>Subcontractors</th>
<th>DBE/MWBE/SDVOB</th>
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<tbody>
<tr>
<td>Name: Strategic Security Corp.</td>
<td>$26.28/hr</td>
<td>Alternate 1:</td>
<td>1</td>
<td>DDBWEE SDVOB</td>
</tr>
<tr>
<td>Address: 867 Veterans Memorial Hwy Commack, NY 11725</td>
<td></td>
<td>Alternate 2:</td>
<td>2</td>
<td>DDBWEE SDVOB</td>
</tr>
<tr>
<td>Contact: Joseph Sordi</td>
<td></td>
<td></td>
<td>3</td>
<td>DDBWEE SDVOB</td>
</tr>
<tr>
<td>Email: <a href="mailto:drilli@saccu.com">drilli@saccu.com</a></td>
<td></td>
<td></td>
<td>4</td>
<td>DDBWEE SDVOB</td>
</tr>
<tr>
<td>Phone: 631.611.7147</td>
<td></td>
<td></td>
<td>5</td>
<td>DDBWEE SDVOB</td>
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<tr>
<td>Name: Western Security &amp; Investigations, Inc.</td>
<td>$26.50/hr</td>
<td>Alternate 1:</td>
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<tr>
<td>Address: 3361 W Trennon St Bronx, NY 10461</td>
<td></td>
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<tr>
<td>Contact: William Vassell</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Email: <a href="mailto:drilli@saccu.com">drilli@saccu.com</a></td>
<td></td>
<td></td>
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<td>DDBWEE SDVOB</td>
</tr>
<tr>
<td>Phone: 718.409.6999</td>
<td></td>
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<td>DDBWEE SDVOB</td>
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<tr>
<td>Name: Platinum Protection Services</td>
<td>$27.25/hr</td>
<td>Alternate 1:</td>
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<tr>
<td>Address: 150 Motor Pkwy Hauppauge, NY 11788</td>
<td></td>
<td>Alternate 2:</td>
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<td>DDBWEE SDVOB</td>
</tr>
<tr>
<td>Contact: Anthony Ingrail</td>
<td></td>
<td></td>
<td>3</td>
<td>DDBWEE SDVOB</td>
</tr>
<tr>
<td>Email: <a href="mailto:platinumprotectionserviceinc@gmail.com">platinumprotectionserviceinc@gmail.com</a></td>
<td></td>
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<tr>
<td>Phone: 631.439.6841</td>
<td></td>
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<tr>
<td>Name: FBI Security Services</td>
<td>$24.21/hr</td>
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<tr>
<td>Address: 2792 Ocean Ave LLC Brooklyn, NY 11239</td>
<td></td>
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<tr>
<td>Contact: Babatunde Fadina</td>
<td></td>
<td></td>
<td>3</td>
<td>DDBWEE SDVOB</td>
</tr>
<tr>
<td>Email: <a href="mailto:bids@fbiuccompany.com">bids@fbiuccompany.com</a></td>
<td></td>
<td></td>
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<td>DDBWEE SDVOB</td>
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<tr>
<td>Phone: 917.529.7133</td>
<td></td>
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<tr>
<td>Name: Wisdom Protective Services</td>
<td>$24.88/hr</td>
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<tr>
<td>Address: 337 Old Country Rd Westbury, NY 11590</td>
<td></td>
<td>Alternate 2:</td>
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<tr>
<td>Contact: Kay Simaren</td>
<td></td>
<td></td>
<td>3</td>
<td>DDBWEE SDVOB</td>
</tr>
<tr>
<td>Email: <a href="mailto:mknight@wisdomprotectiveservices.com">mknight@wisdomprotectiveservices.com</a></td>
<td></td>
<td></td>
<td>4</td>
<td>DDBWEE SDVOB</td>
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<tr>
<td>Phone: 718.766.5392</td>
<td></td>
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</tr>
<tr>
<td>Name: Emperor's Security Services, Inc.</td>
<td>$54.50/hr</td>
<td>Alternate 1:</td>
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<tr>
<td>Address: 420 West St St 5L Brooklyn, NY 11212</td>
<td></td>
<td>Alternate 2:</td>
<td>2</td>
<td>DDBWEE SDVOB</td>
</tr>
<tr>
<td>Contact: Neil Iceybanjo</td>
<td></td>
<td></td>
<td>3</td>
<td>DDBWEE SDVOB</td>
</tr>
<tr>
<td>Email: <a href="mailto:emperorsinc@gmail.com">emperorsinc@gmail.com</a></td>
<td></td>
<td></td>
<td>4</td>
<td>DDBWEE SDVOB</td>
</tr>
<tr>
<td>Phone: 718.415.7202</td>
<td></td>
<td></td>
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<td>DDBWEE SDVOB</td>
</tr>
<tr>
<td>Name: Raich 28</td>
<td>$52.00/hr</td>
<td>Alternate 1:</td>
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<td>DDBWEE SDVOB</td>
</tr>
<tr>
<td>Address: PO Box 221834 W Palm Beach, FL 33412</td>
<td></td>
<td>Alternate 2:</td>
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<td>DDBWEE SDVOB</td>
</tr>
<tr>
<td>Contact: David Deamer</td>
<td></td>
<td></td>
<td>3</td>
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</tr>
<tr>
<td>Email: <a href="mailto:david@raich28.com">david@raich28.com</a></td>
<td></td>
<td></td>
<td>4</td>
<td>DDBWEE SDVOB</td>
</tr>
<tr>
<td>Phone: 561.430.7309</td>
<td></td>
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<td>DDBWEE SDVOB</td>
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<tr>
<td>Name: Allied Universal Security</td>
<td>$26.58/hr</td>
<td>Alternate 1:</td>
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<tr>
<td>Address: 1 Pine West Plaza St 112 Albany, NY 12205</td>
<td></td>
<td>Alternate 2:</td>
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<td>DDBWEE SDVOB</td>
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<tr>
<td>Contact: Jill Sauville</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Email: <a href="mailto:jill@saussi.com">jill@saussi.com</a></td>
<td></td>
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<td>DDBWEE SDVOB</td>
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<tr>
<td>Phone: 518.724.6515</td>
<td></td>
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<tr>
<td>Name: Southern Tier Security, Inc.</td>
<td>$59.60/hr</td>
<td>Alternate 1:</td>
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<tr>
<td>Address: 115 S Union St Olean, NY 14760</td>
<td></td>
<td>Alternate 2:</td>
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<td>DDBWEE SDVOB</td>
</tr>
<tr>
<td>Contact: Michael P Schneider</td>
<td></td>
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<td>DDBWEE SDVOB</td>
</tr>
</tbody>
</table>
Subject: Resolution to accept $4,435,000 in State Funds

Committee: Performance Monitoring/Audit
Committee Meeting Date: August 19, 2020
Board Action Date: August 26, 2020

Background:
This action item summarizes the operating grant we received from New York State for the River BRT line. This grant was discussed during the budget development process for FY2021.

In April 2019, Governor Cuomo announced the availability of $144 million to support bicycle, pedestrian, and other transportation projects and programs, as well as projects that reduce congestion to meet Clean Air Act requirements. These funds are available to the State through the Federal Highway Administration and administered by the State Department of Transportation (NYSDOT).

We were awarded a grant through this program. Projects were selected through a competitive process and rated on criteria that included public benefit, air quality improvement and innovation. This money will be used for operating expenses (a little out of the ordinary for a competitive grant).

The River Corridor operating budget is estimated to be $15 million over 5 years. The grant provides $5.5 million in Federal Highway funds to support the River project. We will receive 80% of this, or $4,435,000 in funding and will be responsible for a 20% grant match ($1.1 million).

Purpose:
NYSDOT requires a Board resolution to accept State funding prior to being reimbursed for expenses incurred as part of this agreement.

Summary of Proposal:
The resolution will permit CDTA to execute an agreement with NYSDOT to accept $4,435,000 to support River BRT.

Financial Summary and Source of Funds:
NYSDOT Agreement, D036422 will provide $4,435,000 in operating funds for the River BRT.

Prepared by:
Melissa Shanley, Grants Manager

Project Managers:
Ross Farrell, Director of Planning
Philip Parella, Jr., Director of Finance
Lance Zarcone, Vice President of Operations
Capital District Transportation Authority
Agenda Action Proposal

Subject: Resolution to accept $4,145,423 in State funding.

Committee: Performance Monitoring/Audit
Committee Meeting Date: August 19, 2020
Board Action Date: August 26, 2020

Background:
The action items below will allow for state funding reimbursement for activities in our capital program.

New York State supports flexible use of capital funding to address transit system needs through the Transportation Modernization and Enhancement Program (MEP). CDTA was allocated $3,461,124 in MEP funds. These funds were budgeted in our capital program to support the purchase of 40-foot Gillig buses that were delivered this spring. New York State is supporting 100% of the costs associated with these activities.

CDTA is also apportioned Federal funds on an annual basis to support commuter service between Albany and Ulster County and operated by Adirondack Trailways. CDTA is the pass-through agent for this program. The Federal government supports 80% of the costs associated with these activities. New York State Department of Transportation (NYSDOT), subject to approval of contract K007407, provides 10% or $684,299 as local match. CDTA’s 10% local share is waived in this pass-through arrangement.

Purpose:
NYSDOT requires a Board resolution to accept State funding prior to being reimbursed for expenses incurred as part of this agreement. This is a routine action.

Summary of Proposal:
The resolution will permit CDTA to execute an agreement with NYSDOT to accept $4,145,423 in funds.

Financial Summary and Source of Funds:
NYSDOT Supplemental Agreement #2, K007407 will fund 100% of the MEP program at $3,461,124 and 10% of the Adirondack Trailways pass-through program for $684,299, a total of $4,145,423.

Prepared by:
Melissa Shanley, Grants Manager

Project Managers:
Lance Zarcone, Vice President of Operations
Philip Parella, Jr., Director of Finance
Monthly Performance Report  
Period: July 2020  
Meeting: August 2020

**Patronage/Mobility**

**Total Riders**
- Previous: 1,181,287
- Current: 1,028,768

**Fixed Riders**
- Previous: 1,151,932
- Current: 1,011,159

**System Wide OTP**
- Previous: 74.74%
- Current: 75.38%
Monthly Performance Report
Period: July 2020
Meeting: August 2020

Complaints Not Addressed In 10 Days

Previous: 4%
Current: 13%

Website Page Views

Previous: 696,001
Current: 607,816
Monthly Performance Report
Period: July 2020
Meeting: August 2020

STAR Service Quality and ADA Compliance

On-Time Performance (0-10 minutes) Period: Jun, 2020

- Previous: 71%
- Current: 86%

Trip Denials

- Previous: 42
- Current: 13

Reservation Calls in Queue Over 5 Minutes

- Previous: 5%
- Current: 8%
Monthly Performance Report  
Period: July 2020
Meeting: August 2020

Total Riders – Includes fixed route, STAR, NX, cash fare, Navigator, contracts (primarily UA), employees, and special events/trolley.
Fixed Riders – includes fixed route, NX, cash fare, Navigator, contracts (primarily UA), employees, and special events/trolley.

System Wide OTP % – On-time performance: The percentage of departures that occurred between 5 minutes late and 1 minute early. Departures more than 30 minutes late or more than 15 minutes early are excluded. This is calculated across all times points in all routes in the system.

PMI – Not on Time – A Preventive Maintenance Inspection (PMI) is a routine (periodic) service and examination of the vehicle to identify potential defects before they fail. This measure is the work orders completed within 500 miles before and 500 miles after the scheduled mileage (6,000), divided by the number of PMI’s done for the month.

Missed Trips – Collected by dispatchers and aggregated by administration. This includes missed trips due to mechanical issues and operator availability.

Scheduled Work – Unscheduled work in anything identified during a driver vehicle inspection, or caused by a breakdown. Scheduled work is anything else (primarily as a result of a PMI). This metric is the ratio of scheduled work to unscheduled work.

MDBSI – Mean distance between service interruptions: Total Miles Operated divided by number of service interruptions. A service interruption is defined as incident, accident, operator running late, traffic delays, tire issues, etc., causing a service interruption (delay) of 5 minutes or more.

Preventable Accidents – An accident is considered preventable if it is due to an operator’s failure to drive in a safe and professional manner. Accident categorization may experience minor fluctuations after the fact for the prior month (after this report is generated).

Non-Preventable Accidents – An accident is considered non-preventable if the operator did everything that is reasonably expected of a defensive driver to avoid the accident. Accident categorization may experience minor fluctuations after the fact for the prior month (after this report is generated).

Fixed/Shuttle Complaints – Any comments/complaints related to our regular route network, including the Northway Xpress. These are generally related to the on-street service expectations of our customers, from operator conduct to on time performance.

Other Complaints – This category is for comments tied to any claims, service requests, fare disputes, or anything related to STAR.

Complaints Not Addressed in 10 Days – Comments are submitted, reviewed, assigned and investigated by division. Once investigation is complete and customer is contacted (if requested), complaint is “addressed”.

Website Page Views – This measures how many times someone has viewed an entire page including all text, images, etc. Alternatively, visits are defined as a series of hits from any particular address (source location). If any two hits are separated by 30 minutes or more, typically two visitors are counted.

Definitions (STAR)
STAR Riders – Actual (not scheduled) ridership, including personal care assistants and other passengers.
STAR On-Time Performance - Percentage of bookings which were on-time for both their pick-up and, where applicable, their drop-off. A pick-up is considered on-time if the vehicle arrived no more than 10 minutes after the pick-up scheduled time. If the booking has a drop-off scheduled time (such as in the case of a doctor appointment), the vehicle must also arrive at the drop-off no later than that scheduled time to be considered on-time. If the booking has no drop-off scheduled time, then the drop-off is not considered for on-time performance. In instances where the vehicle arrived at the pick-up but the client did not take the trip (such as no-shows, missed trips and cancels-at-door), on-time performance is only judged by pick-up arrival time since the drop-off cannot be performed. Only considers trips for which data entry is complete and has passed a quality check. This data is one month behind all other data.

STAR Trip Denials - Trips which meet the FTA definition of a trip denial. This means all trips which were scheduled over an hour before or after the original requested time. Excludes same-day dispatching.
STAR Reservation Calls in Queue Over 5 Minutes - Count of times customers had to wait for over five minutes before being connected with a STAR reservationist after selecting to do so.
STAR Customer Comments/Complaints - Number of comments or complaints related to STAR service.
STAR Applications Received – Counts every client whose application has been received and entered in Trapeze.