



# AGENDA

**Work Session of the Connect Transit Board of Trustees**

**March 22, 2016**

**3:00 P.M.**

**Board Room  
Connect Transit Facility  
351 Wylie Drive, Normal, IL 61761**

- A. Call to Order
- B. Roll Call
- C. Annual Budget
- D. Adjournment



# AGENDA

**Annual Meeting of the Connect Transit Board of Trustees**

**March 22, 2016**

**4:00 P.M.**

**Board Room**

**Connect Transit Operations Facility  
351 Wylie Drive, Normal, IL 61761**

- A. Call to Order
- B. Roll Call
- C. Receive nominations for the following offices:
  - 1. Chairman
  - 2. Vice Chairman
  - 3. Secretary
- D. Close nominations
- E. Election of Officers (all offices become effective July 1, 2016)
- F. Adjournment of Annual Meeting (Regular Meeting immediately follows)



# AGENDA

## Meeting of the Connect Transit Board of Trustees

March 22, 2016

4:30 P.M.

Board Room

Connect Transit Operations Facility  
351 Wylie Drive, Normal, IL 61761

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Consent Agenda
  - 1. Approval of Minutes of Previous Meeting of February 23, 2016, Work Session Minutes of February 23, 2016 and Executive Session Minutes of January 26, 2016
  - 2. Disbursements for Month of February, 2016
  - 3. Financial Report for Month of February, 2016
  - 4. Capital and Self Insurance Reserve Fund Balances for month of February, 2016
  - 5. Monthly Statistical Report for month of February, 2016
- E. Old Business
- F. New Business
  - 1. Recommendation for the Construction of Propane Refueling Station RFP 16-02
  - 2. Recommendation for Light Duty LGP Buses RFP 15-18
  - 3. Recommendation to Purchase Seven (7) Heavy Duty Buses
- G. General Manager's Report
- H. Trustee's Comments
- I. Executive Session – cite section
- J. Adjournment



February 2016

# Financial and Statistical Reports



**Connect Transit  
Cash Disbursement Report  
February 2016**

<b>Name</b>	<b>Check Number</b>	<b>Date</b>	<b>Amount</b>	<b>Description</b>
A.T.U. - C.O.P.E.	00036049	05-Feb-16	\$152.91	Payroll Deduction
Advocate Occupational Health	00036111	19-Feb-16	\$93.00	Drug Testing
Airgas USA, LLC	00036081	12-Feb-16	\$172.92	Welding Supplies
Airgas USA, LLC	00036112	19-Feb-16	\$123.83	Welding Supplies
Amalgamated Transit Union Local 752	00036050	05-Feb-16	\$7,805.50	Payroll Deduction
Ancel, Glink, Diamond, Bush, DiCianni &	00036143	26-Feb-16	\$250.00	Legal Service
Andrew Johnson	00036051	05-Feb-16	\$500.00	Car Allowance
Assurance Agency, Ltd.	00036082	12-Feb-16	\$23,881.00	Insurance
BarcodesInc	00036083	12-Feb-16	\$1,506.27	Garage Maintenance Equipment
Barker Motor Co.	00036052	05-Feb-16	\$1,183.60	Bus Parts
Brinks US	00036085	12-Feb-16	\$259.63	Armored Services
Bellas Landscaping	00036053	05-Feb-16	\$1,350.00	Snow Removal
Bellas Landscaping	00036144	26-Feb-16	\$1,610.00	Snow Removal
BlueLine Rental	00036084	12-Feb-16	\$637.50	Machine rental
Central Illinois Trucks Inc.	00036054	05-Feb-16	\$151.56	Bus Parts
Central Illinois Trucks Inc.	00036086	12-Feb-16	\$699.08	Bus Parts
Central Illinois Trucks Inc.	00036113	19-Feb-16	\$81.90	Bus Parts
Central Illinois Trucks Inc.	00036145	26-Feb-16	\$84.00	Bus Parts
CHEMSEARCH H2O SOLUTIONS	00036055	05-Feb-16	\$691.86	Building Maintenance
CIRBN	00036114	19-Feb-16	\$347.84	Internet
City of Bloomington	00036146	26-Feb-16	\$785.36	Utilites
Comcast Cable	00036147	26-Feb-16	\$409.85	Internet
Commerce-Health Savings Account	ACH	04-Feb-16	\$300.00	Payroll Deduction
Commerce-Health Savings Account	ACH	18-Feb-16	\$300.00	Payroll Deduction
Corn Belt Energy Corp.	00036115	19-Feb-16	\$4,354.60	Utilites
Cummins Crosspoint	00036056	05-Feb-16	\$82.87	Bus Parts
Cummins Crosspoint	00036087	12-Feb-16	\$3,004.50	Bus Parts
Cummins Crosspoint	00036116	19-Feb-16	\$578.28	Bus Parts
Cummins Crosspoint	00036148	26-Feb-16	\$4,319.72	Bus Parts
Dish Network	00036149	26-Feb-16	\$144.00	Television Service
Don Owen Tire Service, Inc.	00036057	05-Feb-16	\$115.00	Bus Parts
Ecolane USA, Inc.	00036088	12-Feb-16	\$3,600.00	Software Licensing
Evergreen FS	00036058	05-Feb-16	\$13,402.50	Fuel
Evergreen FS	00036089	12-Feb-16	\$13,590.14	Fuel
Evergreen FS	00036150	26-Feb-16	\$20,963.96	Fuel
Fastenal Company	00036090	12-Feb-16	\$506.06	Bus Parts
Fast Signs	00036151	26-Feb-16	\$400.00	Advertising- Promotions
Fleet-Net Corporation	00036059	05-Feb-16	\$1,405.00	Software & Tech Support
Fleet-Net Corporation	00036091	12-Feb-16	\$568.75	Software & Tech Support
Fleet-Net Corporation	00036117	19-Feb-16	\$306.25	Software & Tech Support
Frontier	00036092	12-Feb-16	\$1,057.73	Telephone
Frontier	00036152	26-Feb-16	\$38.87	Telephone
G&K Services	00036060	05-Feb-16	\$258.74	Cleaning Uniforms & Rugs
G&K Services	00036093	12-Feb-16	\$258.74	Cleaning Uniforms & Rugs
G&K Services	00036118	19-Feb-16	\$262.25	Cleaning Uniforms & Rugs
G&K Services	00036153	26-Feb-16	\$262.25	Cleaning Uniforms & Rugs
Gary Bachman	00036154	26-Feb-16	\$69.59	Uniform Reimbursement
Getz Fire Equipment	00036155	26-Feb-16	\$329.20	Alarm System Service
Gillig LLC	00036094	12-Feb-16	\$3,406.53	Bus Parts



## Connect Transit Cash Disbursement Report February 2016

Name	Check Number	Date	Amount	Description
Gillig LLC	00036119	19-Feb-16	\$87.95	Bus Parts
Gillig LLC	00036156	26-Feb-16	\$2,079.80	Bus Parts
Great Plains Media	00036120	19-Feb-16	\$1,300.00	Radio Advertising
Greg Smith Equipment Sales, Inc.	00036157	26-Feb-16	\$54.00	Bus Parts
Health Alliance Medical Plans	00036121	19-Feb-16	\$81,739.00	Insurance
Henson Disposal	00036061	05-Feb-16	\$202.00	Garage Overhead
Heritage Machine & Welding, Inc.	00036095	12-Feb-16	\$12.67	Bus Parts
HY-SAFE	00036122	19-Feb-16	\$45,500.00	Fall Protection System
HY-SAFE	00036158	26-Feb-16	\$4,518.62	Fall Protection Supplies
ICMA - Retirement Trust - 457	ACH	04-Feb-16	\$27,334.52	Payroll Deduction
ICMA - Retirement Trust - 457	ACH	18-Feb-16	\$19,624.56	Payroll Deduction
Idaho Child Support Receipting	00036062	05-Feb-16	\$95.00	Payroll Deduction
Idaho Child Support Receipting	00036123	19-Feb-16	\$95.00	Payroll Deduction
Illinois Department of Revenue	00036064	05-Feb-16	\$23.00	Payroll Deduction
Illinois Department of Revenue	00036063	05-Feb-16	\$7,881.14	Payroll Deduction
Illinois Department of Revenue	00036124	19-Feb-16	\$8,097.73	Payroll Deduction
Illinois State Disbursement Unit	00036065	05-Feb-16	\$1,115.82	Payroll Deduction
Illinois State Disbursement Unit	00036125	19-Feb-16	\$1,084.22	Payroll Deduction
Inter-City Supply Company	00036066	05-Feb-16	\$38.56	Office Supplies
IWIN	00036068	05-Feb-16	\$1,412.00	Employee Physicals
IWIN	00036159	26-Feb-16	\$418.00	Employee Physicals
J.G. Stewart Contractors, Inc	00036160	26-Feb-16	\$8,755.00	Concrete Pads
John H. Germeraad, Trustee	00036069	05-Feb-16	\$480.00	Payroll Deduction
John H. Germeraad, Trustee	00036126	19-Feb-16	\$480.00	Payroll Deduction
Kent Wurmnest	00036096	12-Feb-16	\$1,204.00	Furniture
LifeCIL	00036127	19-Feb-16	\$20,623.26	Consulting Fees
Lift-U	00036128	19-Feb-16	\$1,615.23	Consulting Fees
Lift-U	00036161	26-Feb-16	\$317.52	Consulting Fees
Lynn Cohn	00036129	19-Feb-16	\$3,600.00	Legal Services
McLean County Chamber of Commerce	00036130	19-Feb-16	\$20.00	Travel & Meetings
McLean County Regional Planning	00036097	12-Feb-16	\$1,000.00	Travel & Meetings
MH Equipment Co.	00036098	12-Feb-16	\$106.89	Bus Parts
Michelin North America, Inc	00036162	26-Feb-16	\$7,720.32	Tires
Midwest Transit Equipment, Inc.	00036070	05-Feb-16	\$350.06	Bus Parts
Midwest Transit Equipment, Inc.	00036131	19-Feb-16	\$800.16	Bus Parts
Miller Janitor Supply	00036099	12-Feb-16	\$563.87	Maintenance Supplies
Miller Janitor Supply	00036163	26-Feb-16	\$425.04	Maintenance Supplies
Minerva Promotions	00036132	19-Feb-16	\$228.00	Uniforms
Mutual of Omaha	00036071	05-Feb-16	\$11,501.20	Life, AD&D, STD & LTD
Napa Auto Parts	00036100	12-Feb-16	\$316.82	Bus Parts
Napa Auto Parts	00036133	19-Feb-16	\$62.56	Bus Parts
Nelson Nygaard	00036101	12-Feb-16	\$5,159.50	Consulting Fees
Neuhoff Media	00036102	12-Feb-16	\$1,350.00	Advertising- Promotions
Nicor Gas	00036164	26-Feb-16	\$4,326.78	Utilities
Normal CornBelters	00036103	12-Feb-16	\$4,500.00	Advertising- Promotions
Oil Marketing Equipment, Inc	00036072	05-Feb-16	\$518.92	Outside Repair
Oklahoma Centralized Support Registry	00036073	05-Feb-16	\$236.92	Payroll Deduction
Oklahoma Centralized Support Registry	00036134	19-Feb-16	\$236.92	Payroll Deduction
Payroll	ACH	04-Feb-16	\$156,589.64	
Payroll	ACH	25-Feb-16	\$167,394.19	



**Connect Transit  
Cash Disbursement Report  
February 2016**

<b>Name</b>	<b>Check Number</b>	<b>Date</b>	<b>Amount</b>	<b>Description</b>
Piercy Auto Body	00036074	05-Feb-16	\$3,336.32	Outside Repair
Pinnacle Door	00036135	19-Feb-16	\$218.31	Door Repair
Ricoh	00036104	12-Feb-16	\$1,170.74	Copier
Ricoh	00036166	26-Feb-16	\$501.00	Copier
Rilco, Inc.	00036076	05-Feb-16	\$311.68	Oil, Anitfreeze
Rilco, Inc.	00036167	26-Feb-16	\$3,004.04	Oil, Anitfreeze
Southtown Wrecker Service, Inc.,	00036168	26-Feb-16	\$425.00	Towing
Staples	00036169	26-Feb-16	\$2,686.46	Office Supplies
Stephen Stockton	00036170	26-Feb-16	\$42.94	Employee Reimbursement
Steve Dunaway	00036136	19-Feb-16	\$1,195.00	Maintenance Equipment
STL	00036137	19-Feb-16	\$425.00	Software Licensing
The Office Leader	00036138	19-Feb-16	\$14,981.40	Dispatch Furniture
The Pantagraph	00036171	26-Feb-16	\$164.66	Subscriptions
Town of Normal	00036077	05-Feb-16	\$763.60	Utilites
Town of Normal	00036139	19-Feb-16	\$75.00	Alarm System Service
Truck Centers, Inc.	00036105	12-Feb-16	\$2,448.74	Bus Parts
Turn-Key	00036106	12-Feb-16	\$40.00	Oil, Anitfreeze
United Parcel Service	00036140	19-Feb-16	\$3.90	Shipping
United States Treasury	ACH	10-Feb-16	\$62,783.09	Federal Tax Payment
United States Treasury	ACH	24-Feb-16	\$63,282.83	Federal Tax Payment
United Way of McLean County	00036078	05-Feb-16	\$5.00	Payroll Deduction
VSP Of Illinois	00036172	26-Feb-16	\$1,239.20	Vision Insurance
Verizon Wireless	00036079	05-Feb-16	\$232.62	Mobile Data Terminals for SS
Verizon Wireless	00036107	12-Feb-16	\$714.80	Mobile Data Terminals for SS
Visa - Commerce Bank	00036080	05-Feb-16	44.85	Legal
Visa - Commerce Bank	00036080	05-Feb-16	9.51	Advertising- Employment
Visa - Commerce Bank	00036080	05-Feb-16	40.00	Office Supplies- Equipment
Visa - Commerce Bank	00036080	05-Feb-16	96.85	Office Supplies
Visa - Commerce Bank	00036080	05-Feb-16	159.34	Computer Software
Visa - Commerce Bank	00036080	05-Feb-16	0.12	Shipping and Handling
Visa - Commerce Bank	00036080	05-Feb-16	12.00	Safety and Training
Visa - Commerce Bank	00036080	05-Feb-16	386.07	Dues & Subscriptions
Visa - Commerce Bank	00036080	05-Feb-16	5,636.00	Travel & Meetings
Visa - Commerce Bank	00036080	05-Feb-16	10.20	Employee Regognition
Visa - Commerce Bank	00036080	05-Feb-16	149.99	Website
Visa - Commerce Bank	00036080	05-Feb-16	387.80	Misc Expense
Wayne Printing	00036141	19-Feb-16	\$1,148.23	Printing
WGLT	00036108	12-Feb-16	\$250.00	Radio Advertising
Wilcox Electric & Service, Inc	00036142	19-Feb-16	\$3,773.39	Electrical Work
Grand Total			<u>\$892,015.21</u>	



# Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2016	Period 8	Division: 98 Operating Profit/Loss		As of: 02/29/2016	
		February - 2016	Jul-2015 Thru Feb-2016 Year To Date	Approved Budget	Approved Budget
<b>Operating Revenue</b>					
Passenger Fares		\$65,288.94	\$524,201.21	61.87%	\$847,250.20
ISU Contract Fare		\$43,312.50	\$346,500.00	66.67%	\$519,750.00
Other Contract Fares		\$12,166.66	\$97,333.28	72.10%	\$135,000.00
Advertising Revenue		\$4,318.00	\$50,833.00	112.96%	\$45,000.00
Miscellaneous Revenue		\$5,563.68	\$57,764.23	89.25%	\$64,718.50
<b>Total Operating Revenue</b>		<b>\$130,649.78</b>	<b>\$1,076,631.72</b>	<b>66.80%</b>	<b>\$1,611,718.70</b>
<b>Operating Expenses</b>					
Operators Wages		\$388,281.93	\$2,958,908.30	62.35%	\$4,746,000.00
Maintenance Wages		\$71,077.27	\$579,520.97	58.34%	\$993,350.00
Administration Wages		\$80,035.26	\$618,778.34	60.08%	\$1,030,000.00
Employer Payroll Tax Expense		\$46,540.99	\$324,148.98	58.94%	\$550,000.00
Retirement Plan		\$19,059.01	\$134,181.40	38.34%	\$350,000.00
Group Insurance		\$79,758.69	\$623,402.08	61.48%	\$1,014,000.00
Uniform Expense		\$702.27	\$14,268.62	51.51%	\$27,700.00
Professional Services		\$27,042.10	\$130,816.10	103.29%	\$126,650.00
Outside Repair-Labor		\$13,470.37	\$73,804.45	67.59%	\$109,200.00
Contract Maintenance Services		\$13,353.53	\$114,832.70	81.76%	\$140,450.00
Custodial Services		\$474.50	\$7,192.48	61.21%	\$11,750.00
Employee Recruiting/Testing/Temp Help		\$392.91	\$15,651.12	65.21%	\$24,000.00
Fuel		\$40,796.86	\$536,467.82	41.92%	\$1,279,800.00
Lubricants		\$2,613.93	\$26,552.81	64.84%	\$40,950.00
Tires		\$7,720.32	\$61,910.64	70.35%	\$88,000.00
Bus Repair Parts		\$7,627.91	\$171,123.12	102.81%	\$166,450.00
Other Materials & Supplies		\$954.57	\$25,524.45	43.26%	\$59,000.00
Shelters/Signs/Shop Tools		\$0.00	\$5,915.66	73.95%	\$8,000.00
Computer and Office Supplies		\$14,358.45	\$109,072.19	94.85%	\$115,000.00
Utilities		\$9,865.08	\$69,862.68	55.01%	\$127,000.00
Corporate Insurance		\$19,002.29	\$147,038.80	56.77%	\$259,000.00
Dues/Subscriptions/Fees		\$550.73	\$17,573.39	46.61%	\$37,700.00
Printing/Marketing/Training		\$28,552.97	\$179,756.01	72.78%	\$247,000.00
<b>Total Operating Expenses</b>		<b>\$872,231.94</b>	<b>\$6,946,303.11</b>	<b>60.14%</b>	<b>\$11,551,000.00</b>
<b>Operating Assistance</b>					
Operating Deficit		(\$741,582.16)	(\$5,869,671.39)	59.06%	(\$9,939,281.30)
Illinois Downstate Operating Assistance		\$570,304.00	\$4,530,256.00	60.34%	\$7,508,150.00
FTA 5307 Operating Assistance		\$173,707.00	\$1,374,676.00	56.54%	\$2,431,131.00
<b>Total Operating Assistance</b>		<b>\$744,011.00</b>	<b>\$5,904,932.00</b>	<b>59.41%</b>	<b>\$9,939,281.00</b>

Connect Transit  
Local Capital and Self-Insurance Fund Balance  
February 2016

<b><u>Self-Insurance Fund:</u></b>	<b><u>The Illinois Funds- Cash Balance</u></b>	
02/01/16	Beginning Balance	\$ 106,911.23
02/01/16	Transfer to Operating Account	<u>\$ 106,911.23</u>
02/29/16	Ending Balance	<u>\$ -</u>

<b><u>Local Capital Reserve:</u></b>	<b><u>The Illinois Funds- Cash Balance</u></b>	
02/01/16	Beginning Balance	\$ 2,088.02
02/01/16	Transfer to Operating Account	<u>\$ 2,088.02</u>
02/29/16	Ending Balance	<u>\$ -</u>

<b><u>Local Capital</u></b>	<b><u>Commerce Bank - Cash Balance</u></b>	
02/01/16	Beginning Balance	\$ 2,577,097.26
02/12/16	Deposit- Town of Normal	\$ 34,961.25
02/12/16	Deposit- City of Bloomington	\$ 47,420.83
02/29/16	Deposit- City of Bloomington	\$ 47,420.83
02/29/16	Additions - Interest Income	\$ 332.14
02/29/16	Ending Balance	<u>\$ 2,707,232.31</u>

<b><u>FTA &amp; IDOT Capital</u></b>	<b><u>The Illinois Funds- Cash Balance</u></b>	
02/01/16	Beginning Balance	\$ 49,163.50
02/01/16	Transfer to Operating Account	<u>\$ 49,163.50</u>
02/29/16	Ending Balance	<u>\$ -</u>

**Total Reserve Capital Account**     \$ 2,707,232.31

**Breakdown of the Local Capital Reserve Fund- Cash Balance:**

Local Capital #1	Local Capital #2
<u>\$ -</u>	<u>\$ 2,707,232.31</u>

**Breakdown of Local Funding in Local Capital #2 (Earmarked Funds):**

	<u>FY16 Received</u> <u>2/29/2016</u>	<u>FY16 Receivable</u> <u>2/29/2016</u>
Bloomington	\$ 379,366.64	
Normal	\$ 279,694.00	
Total YTD	<u>\$ 659,060.64</u>	<u>\$ -</u>

<b><u>Local Capital Reserve Fund Balance - Account Value</u></b>		
02/29/16	Cash Balance	\$ 2,707,232.31
02/29/16	Loans to Operating	\$ 2,980,249.22
02/29/16	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
02/29/16	Ending Balance	<u>\$ 5,647,481.53</u>
Local Capital #1	Local Capital #2	
\$ (40,000.00)	\$ 5,687,481.53	



# February 2016 Monthly Report

## Ridership

	Prior Year	
Ridership Fixed Route	225,800	230,372
Ridership Demand Response	5,518	6,527
Total Monthly % Change Over Prior Year	8.10	2.40 %
Fixed Route Average Daily Boardings	11,118	10,024
Demand Response Average Daily Boardings	284	291
% On-Time Performance	86.00	85.10 %
Average Boardings per Hour of Service	23.81	23.12

## State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	3	3
Demand Response National Transit Database Major Mechanical System Failures	0	0
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	53,022	38,169
Demand Response Miles Between National Transit Database Major Mechanical System Failures	35,686	36,317
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	21	23
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	1	2
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	5,003	4,979
Demand Response Miles Between National Transit Database Other Mechanical System Failures	35,686	18,159
Fixed Route Miles between All National Transit Database Mechanical System Failures	29,012	21,574
Demand Response Miles between All National Transit Database Mechanical System Failures	35,686	27,238
Average % of Buses with Defective Automated Voice Announcements		3.00 %

## Customer Service

Average Interior Cleanliness Inspection Score (1 to 5)		3
National Transit Database Safety-Related Incidents per 100,000 Miles	1.50	0.72
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00
Number of Validated Complaints each month		13
Number of Customer Compliments Received		2
Daily Average of Phone Calls Received for FR		420
Daily Average of Phone Calls Received for DR		429

## Efficiency

Revenue/Expense Ratio	13.76	13.85 %
Fixed Route Cost per Unlinked Passenger Trip	\$ 3.12	\$ 3.04
Demand Response Cost per Unlinked Passenger Trip	\$ 30.82	\$ 26.29
% of Preventative Maintenance Performed On-Time	83.00	100.00 %
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.97	\$ 0.84
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.58	\$ 0.57



# February Fiscal Year 2016 Year-to-Date Report

## Ridership

	PRIOR YEAR	ACTUAL	GOAL	
Ridership Fixed Route	1,822,104	1,684,672	1,847,613	
Ridership Demand Response	49,012	48,154	53,276	
Total Ridership (year to date)	1,817,116	1,732,826	1,902,925	
Fixed Route Year-to-Date % Change Over Prior Year	10.00	-7.50	1.40	%
Demand Response Year-to-Date % Change Over Prior Year	18.20	-1.80	8.70	%
Fixed Route Average Daily Boardings	11,089	9,987	11,244	
Demand Response Average Daily Boardings	273	267	297	
% On-Time Performance	85.40	83.60	85.00	%
Average Boardings per Hour of Service	23.65	22.06	24.05	

## State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	15	35		
Demand Response National Transit Database Major Mechanical System Failures	1	4		
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	60,560	37,870	30,000	
Demand Response Miles Between National Transit Database Major Mechanical System Failures	34,145	33,362	29,000	
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	143	70		
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	5	5		
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	5,997	5,233	5,000	
Demand Response Miles Between National Transit Database Other Mechanical System Failures	34,593	26,375	25,000	
Fixed Route Miles between All National Transit Database Mechanical System Failures	30,211	21,291	20,000	
Demand Response Miles between All National Transit Database Mechanical System Failures	33,672	31,267	30,000	
Average % of Buses with Defective Automated Voice Announcements		3.00	5.00	%

## Customer Service

Average Interior Cleanliness Inspection Score (1 to 5)		3	3	
National Transit Database Safety-Related Incidents per 100,000 Miles	1.30	0.93		
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00		
Number of Validated Complaints each month		8		
Number of Customer Compliments Received		10		
Daily Average of Phone Calls Received for FR		436	410	
Daily Average of Phone Calls Received for DR		422	395	

## Efficiency

Revenue/Expense Ratio	14.12	13.90	13.00	%
Fixed Route Cost per Unlinked Passenger Trip	\$ 3.00	\$ 3.32	\$ 3.44	
Demand Response Cost per Unlinked Passenger Trip	\$ 27.63	\$ 28.33	\$ 28.53	
% of Preventative Maintenance Performed On-Time	89.00	99.90	90.00	%
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.89	\$ 0.96	\$ 0.97	
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.64	\$ 0.64	\$ 0.77	

Meeting or exceeding goal	
Within 10% of goal	
Missing goal by more than 10%	



## MEMO

DATE: March 22, 2016  
TO: Board of Trustees  
FROM: Jerry King, Procurement Manager  
SUBJECT: Recommendation for the Construction of Propane Refueling Station RFP 16-02

**RECOMMENDATION:** That a fixed fee contract in an amount not exceed \$117,700 be awarded to P.J. Hoerr, Inc. for the Construction of the Propane Refueling Station, and the General Manager be authorized to execute the necessary documents.

**DISCUSSION:** Two (2) bids were received. P.J. Hoerr, Inc. was the lowest, responsible bid:

Bidder	Total Cost
P. J. Hoerr, Inc.	\$117,700
RC Wegman Construction Company	\$149,800

The Scope of Work includes the following services:

- Design of the Propane Station
- Installation of 1000 gallon tank and propane dispenser
- Installation of a 12 Foot Concrete Wall for weather protection
- Installation of Steel Pipe Bollard filled with concrete
- Provide 18 point dry chemical Fire Extinguisher

**FINANCIAL IMPACT:** Funds for this project will be paid from local capital in the amount of \$117,700.



## MEMO

DATE: March 22, 2016  
TO: Board of Trustees  
FROM: Jerry King, Procurement Manager  
SUBJECT: Recommendation for Light Duty LPG Buses RFP 15-18

**RECOMMENDATION:** That a firm fixed price contract under Light Duty LPG Buses RFP 15-18 with Central State Bus Sales, Inc., be authorized for the manufacturing and delivery of a minimum of four (4) and maximum of twenty (20) buses during the five (5) year contract term.

The award of the Light Duty LPG Buses RFP 15-18 with Central State Bus Sales, Inc. is contingent on the Pre-Award Buy America Audit concurrence. A contract will not be signed until the Pre-Award Buy America Audit concurrence has been met.

**DISCUSSION:** Two (2) proposals were received, one (1) from Central State Bus Sales, Inc. and the other from ARBOC Specialty Vehicles. The evaluation team scored based on the criteria that were included in the Request for Proposal. The criteria were 40% Product Design and Performance, 40% Experience and Qualifications, 20% Cost Proposal. Total possible points are 100.

Proposer	Product Design and Performance 40%	Experience and Qualifications 40%	Cost Proposal 20%	Total Score
Central State Bus Sales, Inc.	31.0	30.7	18.0	79.7
ARBOC Specialty Vehicles	25.0	28.0	20.0	73.0

Overall, Central State Bus Sales, Inc. received the highest combined score of 79.7 points and their proposal addresses all contract requirements. The project scope includes the manufacture, delivery, and preparation of buses for revenue service, a cost of \$153,250 each for the first 4(four) buses for a total of \$614,080.



**FINANCIAL IMPACT:** Funds for this purchase will come from FTA 5307 grant funds in the amount of \$305,280 and \$308,800 from local capital funding for a total of \$614,080.

As each additional light duty bus procurement is presented for Board approval during the Contract period, the cost will be based on the year one base unit price set forth in Central State Bus Sales proposal, adjusted annually with inflation. Prices will be adjusted based on U.S. Department of Labor/Bureau of Labor Statistics Producer Price Index Category 1413 "Trucks and Bus Bodies".



## MEMO

DATE: March 22, 2016  
TO: Board of Trustees  
FROM: Jerry King, Procurement Manager  
SUBJECT: Recommendation to Purchase Seven (7) Heavy Duty Buses

**RECOMMENDATION:** That the General Manager be authorized to issue a Purchase Order to New Flyer of America in the amount of \$3,109,540.15 for the purchase seven (7) 40' diesel heavy duty buses.

**BACKGROUND:** In January 2015, the Board approved the award of a firm fixed price contract for heavy duty buses with New Flyer of America. The original contract was for the manufacturing and delivery of a minimum of fourteen (14) and maximum of thirty (30) buses during the five (5) year contract term.

Connect Transit received five (5) 40' diesel buses in September 2015.

**DISCUSSION:** With the purchase of five (5) new buses in 2015, Connect Transit has a fixed route fleet of thirty-nine (39) buses. The average age of the fleet is eleven (11) years and has an average of 411,000 miles.

Staff recommends that Connect Transit maintain thirty-nine (39) vehicles in its fleet. Twenty-seven (27) vehicles that are beyond their useful life in years and mileage need replaced. This purchase of seven (7) new vehicles will leave twenty-two (22) vehicles remaining to replace.

**FINANCIAL IMPACT:** Funds for this project will be paid through Federal Transit Administration 5339 capital grant in the amount of \$1,785, 000, from IDOT capital grant in the amount of \$360,000, and local funding in the amount of \$964,540.15.